**InCHIP Seed Grant Application Guide:**

1. **Cover Page:**
2. **Title of Proposal and Name of PIs**
3. **3-5 Descriptive Keywords**
4. **Abstract:** Provide a succinct overview of the proposal. Assume the reviewers do not have technical knowledge in a specific field. Avoid or explain technical jargon, field-specific terminology, or acronyms (1 paragraph).
5. **Specific Aims:** (1 page).

Specific aims should: 1) list the goals of the project; 2) provide an overview of the gap the proposed project will fill; and 3) the ways the project is innovative or offers a unique lens/approach on the topic. If you need help with how to write a Specific Aims page, watch this video.

1. **Research Plan / Approach** (3 pages):

* **Significance:** Provide a brief explanation of the human/social/behavioral problem being addressed, why it is important, and its relevance to InCHIP’s mission.
* **Scientific Foundation:** Summarize the conceptual/theoretical framework/logic model and empirical evidence that provides the foundation for the proposed work.
* **Description of Activities/Methods**: Summarize the project activities (e.g. recruitment strategy and analysis plan). Please address proposed recruitment (including feasibility and target sample), data collection procedures and measures, and proposed analyses. Note that this will likely take up the majority of the proposal.
* **Future Potential:** Describe the anticipated outcomes of the project. Describe how the proposed activities are designed to lead to a proposal for external funding (for example- this study may provide evidence that you can access a specific population or show evidence for a proof of concept). Please list the proposed time frame for submitting an external proposal along with your targeted external sources of funding.
  + - If you need help identifying external funding opportunities, please reach out to Avinash Mishra at [avinash.mishra@uconn.edu](mailto:avinash.mishra@uconn.edu).
* **References** (not included in the 3-page maximum for the Research Plan).

1. **Other Proposal Requirements:**

1. **Timeline (No more than 1 Page):** Provide the anticipated timeline for accomplishing the project’s goals.

1. **Internal Funding History: Please list all awarded internally-funded pilot/seed grant projects on which you have been a PI or Co-I during the past 3 years.**

      Title of project:

      Your role (PI, Co-PI, Co-I, etc.):

      UConn Funder:

      Title of project:

      Your role (PI, Co-PI, Co-I, etc.):

      UConn Funder:

      Title of project:

      Your role (PI, Co-PI, Co-I, etc.):

      UConn Funder:

      [Please add information on any additional projects in this section]

1. **Budget and Justification:**

Provide an itemized budget and budget justification that includes salaries, fringes, and other expenses. Exclude fringes for faculty; include fringes for staff and students.

[Download Budget Template here](https://chip.media.uconn.edu/wp-content/uploads/sites/3073/2024/11/OVPR_Internal-Funding_Budget-Template_FY26-for-FY25-competitions.xlsx).

1. **Biosketches:**

Attach a NIH or NSF biosketch for each of the collaborators on this project. Please ensure the biosketch is relevant to the proposed research.

1. **Roles and Functions of Project Personnel** (maximum 1 page). Briefly describe the roles of all people working on the project. If there is more than one PI, describe the individual project responsibilities of each PI. Contact information should be included for all investigators using the following format for each investigator on the team:

**Principal Investigator(s):**

* Name
* Title
* Department/Organization
* College/Campus
* Phone
* Email
* Expertise related to this project

**Collaborating Investigator(s):**

* Name
* Title
* Department/Organization
* College/Campus
* Phone
* Email
* Expertise related to this project

 [Please include complete contact information for all faculty investigators in this section]

1. **Letters of Support from All Collaborators (optional)** Collaborating investigators should indicate their support of the project by writing letters of support; these letters should be emailed to the Principal Investigator and be attached to this proposal.

* If the collaborator is acting as a mentor to the PI, the letter of support should indicate that.
* It is required that the letter of support articulate that the collaborator has reviewed the full proposal prior to submission.