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**Rural Reimagined Faculty Grant Program**

**Application Package**

**Fall 2023**

**Instructions for Preparing the Narrative**

**Formatting Requirements**

The narrative must be double-spaced with one-inch margins at the top, bottom, and on each side. The type must be clear, readily legible, and of 12-point size, double spaced. Spacing should be between 10.0 and 14.0 characters per inch, including spaces and punctuation marks.

The narrative must not exceed the funding level page limits and must include each of the headings listed below. Any content beyond the specified page limits outlined below will not be reviewed and will result in a reduction of points.

**Level 1 - up to $2,500**

Funding Level 1 requires a two-page maximum narrative.

**Level 2 - $2,500-$10,000**

Funding Level 2 requires a four-page maximum narrative.

**Level 3 - $10,000-$25,000**

Funding Level 3 requires a six-page maximum narrative.

The application begins with the Application and Budget information sections; however, the corresponding page limit is not in effect until the Proposal Narrative section begins. The Application and Budget sections do not count against the page limit.

**Required Headings**

***Description of Project (Rubric Weight: 15 points)****:* Provide a description of your proposed project. Include a clear statement of the problem, question, or activity you wish to investigate; a justification of the research considering deficiencies in the existing knowledge base; other evidence of the need for the research; and references to the literature cited. In-text citations are preferred. A bibliography/reference page is not necessary.

***Significance/Merit/Impact to Rural (Rubric Weight: Rural 40 points)****:* Discuss the contribution to knowledge that you expect your project to make in its respective field, the potential impact your project will have on rural Tennessee, and the ways in which your project will further extend the mission and vision of Rural Reimagined.

***Plan of Action (Rubric Weight: 25 points)****:* Describe step-by-step each stage of your plan including the gathering of data by sampling or whatever means, the preparation of the data for analysis, the method of analysis, and method of evaluation. Discuss steps being taken to protect the rights of human subjects and/or, if such are involved, and the preservation of the confidentiality of information relating to the former. This section must include a time schedule for the completion of the various steps of the research. Additionally, explain how your project plans to involve TN Tech students.

***Personnel Qualifications (Rubric Weight: 10 points)****:* Describe the experience and knowledge you and your team possess regarding the project area.

***Dissemination of Results (Rubric Weight: 10 points)***: Describe your plans for facilitating the utilization of the results of the project by interested and appropriate audiences. What are the possibilities for publication or other dissemination? If the research results in an article, list the periodicals that may be interested in publishing it. What are the possibilities of preparing a proposal for external support? List prospective agencies to which your proposal will be submitted.

Application information, budget summary, and narrative template begins on next page.

**Submission Information**: Once the budget summary and proposal narrative are completed, [submit the document via DocuSign here](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e26aae35-37c1-448d-9d0e-efde064f4635&env=na3&acct=0e2c3469-da51-42d4-93a5-7ba3e64cb2bb&v=2) by **Friday, November 10, 2023 at 4:30 p.m.**. Late submissions will not be reviewed.

For questions or more information, contact Dr. Michael Aikens, Director - Center for Rural Innovation, at [maikens@tntech.edu](mailto:maikens@tntech.edu).

**Application Information**

**Is this a collaborative proposal?**

|  |
| --- |
| Yes, this is a collaborative proposal. |
| No, this is NOT a collaborative proposal. |

If yes, provide CO-PI name(s), their college, and department below:

Example: Dr. Jane Doe, Accounting, College of Business

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**Proposal Title**

**Abstract**

Provide a 100-word **maximum** abstract.

**Keywords**

Enter a minimum of one (maximum of five) relevant keywords, separated by commas, that describe this project.

Example: public school, learning, language, underserved, Latino

(Do not include rural-related words, as rural relevance is already assumed for all applicants).

**Budget Summary**

Provide the amount requested for each expense category in the fields below. Use the space beneath each category line to justify and itemize the expenses for that category as needed.

**61200 Release Time**

$ (round to nearest whole dollar)

Provide a brief justification

**61400 Student Salaries**

$ (round to nearest whole dollar)

Provide a brief justification

**7300 Travel (in-state only, must supplement the overall success of the project)**

$ (round to nearest whole dollar)

Provide a brief justification

**74000 Supplies and Operating Expenses**

$ (round to nearest whole dollar)

Provide a brief justification

**Project Total**

$

**Proposal Narrative**

The narrative must be double-spaced with one-inch margins at the top, bottom, and on each side. The type must be clear, readily legible, and of 12-point size, double spaced. Spacing should be between 10.0 and 14.0 characters per inch, including spaces and punctuation marks. The narrative must not exceed six (6) single-sided pages (ask committee) and must include each of the headings listed below:

**Description of Project**: Provide a description of your proposed project. Include a clear statement of the problem, question, or activity you wish to investigate; a justification of the research considering deficiencies in the existing knowledge base; other evidence of the need for the research; and references to the literature cited. In-text citations are preferred. A bibliography/reference page is not necessary.

**Significance/Merit**: Discuss the contribution to knowledge that you expect your project to make in its respective field, the potential impact your project will have on rural Tennessee, and the ways in which your project will further extend the mission and vision of Rural Reimagined. Additionally, explain how your project plans to involve TN Tech students.

**Plan of Action**: Describe step-by-step each stage of your plan including the gathering of data by sampling or whatever means, the preparation of the data for analysis, the method of analysis, and method of evaluation. Discuss steps being taken to protect the rights of human subjects and/or, if such are involved, and the preservation of the confidentiality of information relating to the former. This section must include a time schedule for the completion of the various steps of the research. Additionally, explain how your project plans to involve TN Tech students.

**Personnel Qualifications**: Describe the experience and knowledge you and your team possess regarding the project area.

**Dissemination of Results**: Describe your plans for facilitating the utilization of the results of the project by interested and appropriate audiences. What are the possibilities for publication or other dissemination? If the research results in an article, list the periodicals that may be interested in publishing it. What are the possibilities of preparing a proposal for external support? List prospective agencies to which your proposal will be submitted.

**Submission Information**: Once the budget summary and proposal narrative are completed, [submit the document via DocuSign here](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e26aae35-37c1-448d-9d0e-efde064f4635&env=na3&acct=0e2c3469-da51-42d4-93a5-7ba3e64cb2bb&v=2) by **Friday, November 10, 2023 at 4:30 p.m.**. Late submissions will not be reviewed.

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