**PRIDE Fund – Application Outline**

1. Project Information
   1. Title of Project: [Name of Research, Scholarship, or Creative Activity Project]
   2. PI Name: [Name of Principal Investigator, restricted to one individual]
   3. School:
   4. Department:
   5. Key Personnel: [Names of all essential project personnel, e.g. graduate assistants]
2. Project Summary
   1. Abstract: [Description of the project in layperson terms, < 350 words]
   2. Specific Aims: [List of aims or outcomes for the project, < 500 words]
   3. Project Plan and Methods: [Comprehensive description of project design, methods, implementation, and partners, < 1000 words]
   4. Project Period and Timeline: [Summary, outline, or visual model of project plan, < 350 words.]
   5. Faculty Expertise: [Description of faculty experience to conduct the project < 100 words]
   6. Significance: [Description of overall merit of the project, including elements of innovation, influence, or advance in the project field or discipline. < 500 words]
   7. Evaluation Plan: [Description of the plan and timeline for evaluating the outcomes and impact of the project, if applicable. If a formal Evaluation Plan is not applicable (such as for projects involving fine arts or media development), describe any process used to gauge the overall success of the project, < 500 words]
3. PRIDE Emphases
   1. Interdisciplinary Collaboration: [Description of project elements requiring interdisciplinary engagement, or a rationale for a necessary restricted technical or disciplinary focus, < 350 words]
   2. Community Engagement: [Description of project elements fostering local, regional, or national community engagement, or a rational for a restricted focus on project aims. Provide a description of all current or planned partnerships or community relationships necessary for project completion, < 350 words]
   3. Student Engagement: [Description of project elements fostering undergraduate or graduate student engagement, < 350 words]
   4. Future Prospects: [Description of potential for ongoing research, scholarship, or creative work, e.g. substantial publication or performance, future grant applications, or ongoing partnerships and activities < 350 words]
   5. Dissemination and Implementation Plan: [Description of plan to share project results, findings, or deliverables with key stakeholders or the community of interest, (e.g. publication, media development, performance or exhibition). For projects creating a program or deliverable, describe necessary steps to ensure the program or deliverable will be implemented effectively, < 350 words]
4. Project Costs

**Budget Justification** (< 500 words)

* Use this space to describe briefly the role and responsibilities of all key personnel. Provide a detailed explanation for each budget items as it relates to the proposed project. Indicate any other sources of funding that will be applied toward completion of the project.
* *Example: Principal Investigator / Project Director (PI/ PD): The PI, XXX, will be responsible for project implementation, management of the activities and timeline. PI/PD will provide oversight for daily operations to ensure successful program implementation and supervision for faculty/ staff/ student employee(s). XXX will be responsible for adherence to award terms and reporting in coordination with LU’s Office for Research & Compliance, Fiscal Affairs, and HR. PI/PD will commit X academic months/ X summer months/ or X calendar months [based on % committed to the project] for the X-month project period.*

**Project Budget**

|  |  |
| --- | --- |
| **Student Personnel** | |
| Part-time Base Salary |  |
| Part-time Staff Fringe (FICA = 7.65%) |  |
| **Travel** | |
| Airfare (x \_\_ quantity) |  |
| Ground Transportation |  |
| Lodging (x \_\_ quantity) |  |
| Meals/LU Per Diem (x \_\_ quantity) |  |
| Other: |  |
| **Payments to Individuals/Organizations outside LU** | |
| Professional Services |  |
| Consultants |  |
| Subcontracts |  |
| **Other Expenses** (add rows as needed) | |
| (e.g. materials, supplies, equipment, subscriptions, etc…) |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL REQUESTED:** |  |

\*See below for Template Instructions

|  |  |
| --- | --- |
| **Template Instructions** | **Expenses** |
| * Add additional rows to sections of the budget as necessary. * For multiple student assistants, create a combined total based on current hourly rate for student employees. The Budget Justification must include a description of each individual assistant and expected time and effort per individual assistant (e.g. X hours over Y period). * Allowable expenses for Travel are subject to current LU policy, accessible in the current LU Employee Guidebook (e.g. ground travel and per diem rates). * Itemize Other Expenses by including quantity (“x \_\_\_ quantity”) when applicable. * Refer to the [PRIDE Fund FAQ](https://www.lindenwood.edu/academics/support-resources/office-of-institutional-effectiveness/research-and-compliance/research-innovation-partnership-lab/pride-fund/) for additional information on expenses. | Allowable expenses include, but are not limited to:   * + *Cost of materials, supplies, or consumables directly connected with the project.*   + *New equipment necessary for the conduct of the project.*   + *Student hourly support.*   + *Travel associated with project implementation and dissemination of results.*   + *Costs related to events and partnership engagement.* |
| Non-Allowable expenses include, but are not limited to:   * + *Faculty or staff compensation.*   + *General office supplies or materials.*   + *Professional development, unless specifically necessary for the project.*   + *General purpose computers, IT subscriptions, or leases.* |