

## NEW GRANT REQUEST

Please refer to HBOIF Grants Policy for guidelines and information

DISCRETIONARY GRANT	SLP GRANT:	PWD	PFW	SOS	AQUA
GRANT AMOUNT REQUESTED:		GRANT PERIOD: Start		End	
MULTI-YEAR? Yes No		HAVE YOU RECEIVED PROFESSIONAL PROJECT MANAGEMENT TRAINING?		Yes No	

### PRINCIPAL INVESTIGATOR(S)

NAME

POSITION TITLE

PI:

Co-PI:

Co-PI:

Co-PI:

OFFICIAL GRANT TITLE (limit 120 characters)

PROJECT OVERVIEW (limit 1000 characters)

**Using the S.M.A.R.T. Goals & Objectives format, what are the project goals & objectives? (limit 125 characters)**

## OBJECTIVES

Objective #1: (limit 150 characters)

Methodology #1: (limit 500 characters)

BY WHEN

Objective #2: (limit 150 characters)

Methodology #2: (limit 500 characters)

BY WHEN

Objective #3: (limit 150 characters)

Methodology #3: (limit 500 characters)

BY WHEN

Objective #4: (limit 150 characters)

Methodology #4: (limit 500 characters)

BY WHEN

Objective #5: (limit 500 characters)

Methodology #5: (limit 500 characters)

BY WHEN

How is this project consistent with FAU Harbor Branch's Strategic Plan? (limit 500 characters)

How will the outcomes of this project raise the visibility and stature of FAU Harbor Branch? (limit 500 characters)

What might be the "real-world" applicability of the results of this project? (limit 500 characters)

How will the results of this project be disseminated and by when? (limit 500 characters)

How is this project being leveraged for other external funding and/or does this project have the opportunity for other or future external funding? (limit 500 characters)

BUDGET JUSTIFICATION (limit 1000 characters)

Please explain any categories that are not self-explanatory; e.g., consultant services and subawards.

PROJECT BUDGET

Please attach Budget in a separate Excel Document using the Budget Template provided.

For multi-year projects please provide Year 2 & Year 3 Budgets as a separate attachment using this same template.

Proposed Spend Curve For Multi-Year Grants

Year 1 Budget

Year 2 Budget

Year 3 Budget

By submitting this form, I, the Principal Investigator, certify that the above information provided is accurate and correct. I understand that any falsification, omission, or concealment of material fact may be taken into consideration with regard to future grant awards. I acknowledge that I am responsible for ensuring that the funds are spent in accordance with the terms and conditions of the award.

SIGNATURES

Principal Investigator

Date

Associate Director of Research (if applicable)

Date

HBOI Executive Director

Date

## **ADDENDUM**

Overview, theoretical background, motivation for proposed study (1,500 characters)

Elaboration of objectives and hypotheses (1,500 characters)

Anticipated significance (1,000 characters)

Methods to be used (1,000 characters)

**Upload as an attached.pdf a proposed work schedule/Gantt chart.**

## BUDGET KEY

Fringe Benefit Rates	
Faculty	28.00%
AMP	31.00%
SP	39.00%
OPS	see Cathy Rossmell

**OPS** – Other Personnel Services

**Non-OPS** – All other Employees (Faculty, AMP-Salaried Exempt, and SP-Hourly)

**Stipends** – These are costs (typically non-payroll related) associated with student or research trainees that are payments to assist in the defray of tuition and fees, textbooks, housing costs depending upon the specifications listed within the award or grant. FAU/HBOI does not use this category.

**Participant Support Costs** – These are costs associated generally with human subjects needed in order to conduct a research project or attendees of specialized training sessions. These costs could include gift cards issued to the participants for their travel costs to the site and participation in the study or reimbursement of travel costs. The amount and type of payments is dependent upon the Scope of Work of the project and how the project is conducted as well as the approval from the sponsor. NOTE: To my knowledge, this type of cost is not typical at HBOI.

**Other Direct Costs** – This is the catch-all for non-payroll costs that do not have a specific object class (budget categories) such as stipends, subcontracts, travel, etc. The list is very long but in general costs reported within this object class include the following:

- Consulting
- Independent Contractors
- Printing and Reproduction
- Materials & Supplies
- Equipment (less than < \$5k)
- Postage/Freight
- Publication
- Repair/Maintenance
- Software License

## DEVELOPING S.M.A.R.T. GOALS & OBJECTIVES

A main goal of scientific research may be described as working to gain knowledge about the world and to apply it in ways that will better humanity.

Science as a collective institution aims to produce more and more accurate explanations of how the world works, what its components are, and how the world got to be the way it is now. Classically, science's main goal has been building knowledge and understanding, regardless of its potential applications. Increasingly scientific research is undertaken with an explicit goal(s), such as solving a problem or developing a technology, and along the path to that goal(s), new knowledge and explanations are constructed.

The intent of the Harbor Branch Foundation's grant making program is built on the latter. In addition, the Foundation seeks to find the greatest opportunity to:

- Support projects vetted by management against FAU's Division of Research and FAU Harbor Branch's Strategic Plans;
- Ensure that its grants are high impact;
- Ensure that its grants can provide maximum visibility and help raise the profile of the Institute;
- Maximize or leverage its grant dollars to the Institute; and/or
- Fund projects that may not meet the criteria or have the opportunity for timely funding from other funding sources, including Florida Atlantic University

Grant proposals that include **S.M.A.R.T. Goals & Objectives** will be viewed most favorably. **S.M.A.R.T. Goals & Objectives** have the following attributes:

### Specific

A specific goal answers the six "W" questions:

Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location.

When: Establish a time frame.

Which: Identify requirements and constraints.

Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Go to the moon." But a specific goal would be, "Using a manned space vehicle, the United States will land on the moon by the end of the year 2025 to measure and record aspects of the moon's surface to determine if the moon's surface can support colonization."

### Measurable

Establish concrete criteria for measuring progress toward the attainment of each goal you set. To determine if your goal is measurable, ask questions such as: How much? How many? How will I know when it is accomplished?

### Attainable

Plan steps and establish a time frame that allows each step to be carried out

### Realistic

A goal must represent an objective toward which there is both willingness and ability to achieve. Every goal represents substantial progress.

### Timely and/or Tangible

A goal should be grounded within a time frame. A goal is tangible when it can be experienced with one of the senses (taste, touch, smell, sight or hearing).