

**Economic Research Initiative on the Uninsured
APPLICATION INFORMATION**

Proposal Checklist

Order for proposal components:

A proposal letter signed on behalf of the organization requesting grant funds by the person or persons authorized to receive such grant funds. It should indicate the title of the project, the amount of funding requested, the expected duration of the project, the name and address of the highest ranking official at your institution, and the name(s) of any organization(s) collaborating in the effort. In addition, it should verify that the attached copies of your tax documentation are true, that correct copies of the originals are on file with the organization, and that they remain in full force and effect. See Appendix A for a sample cover letter.

A short summary. This summary, on a separate page, will assist project administration. It should cover (a) aims of the project, (b) data to be used, if applicable, and (c) methods.

Project proposal. The project proposal should be no more than 3,000 words. The proposal should include sections that describe the research problem, how the results might advance our knowledge, and the data and methods to be used. Background on data sources or mathematical proofs should be made part of an appendix that immediately follows the project proposal.

Line item budget. A sample line item budget is attached (Appendix B). In accordance with The Robert Wood Johnson Foundation policy, indirect costs may be requested for up to 9 percent of the sum of budget categories I, II and III (see Appendix B). Your proposed budget may include direct costs, such as clerical support and supplies, that some funding sources would require be covered under indirect costs. Questions about allowable costs and other budget issues can be answered by Debbie Chamberlain, who can be reached by email at djentzen@umich.edu or by phone at (734) 615-9589.

Your proposed budget will be reviewed in detail and negotiated to ensure that it meets the goals and objectives of your proposed project, and that it is consistent with University of Michigan policies. During the budget review and negotiation process, University staff may suggest revisions such as the elimination of a line item or a reduction in the funding requested for a particular line item.

Budget Narrative. Together with the line item budget, the budget narrative will enable reviewers to link the funding request with specific elements of the proposed project. The budget narrative should include a justification for every line item. In general, each narrative statement should describe, in as much detail as possible:

- what the specific item is,
- how the specific item relates to the project,
- how the amount shown in the line item budget was arithmetically determined (e.g., x units at y price per unit.)

Curricula vitae and pertinent bibliographic information of the principal investigator(s) and other key professionals who would be involved in the project.

Once the package is assembled:

Five (5) copies (1 original and 4 photocopies) of the completed application package should be submitted. It would be helpful if the entire package could be numbered continuously from the cover letter through the last page of curricula vitae (by hand after the package is assembled would work well) .

SAMPLE COVER LETTER

Your Institution's Letterhead

Date _____

Catherine G. McLaughlin, Ph.D.
Director, Economic Research Initiative on the Uninsured
University of Michigan
3rd floor
555 S. Forest Street
Ann Arbor, MI 48104-2531

Dear Professor McLaughlin:

On behalf of (*your institution's name*), we are submitting a proposal entitled “_____.”
We are requesting \$_____ to support this project for the ____ - month period from ____/____/____
through ____/____/____.

The enclosed copies of our tax documentation are true and correct copies of the originals on file with (*your institution's name*), and they remain in full force and effect.

The (*chancellor/president/chief executive officer*) of our institution is:

Name, degree
Title
Institution
Mailing address
Phone number

Sincerely,

Project Director (or other official)

Enclosures

SAMPLE LINE ITEM BUDGET
ECONOMIC RESEARCH INITIATIVE ON THE UNINSURED

[Project Title]

Grant Period: (from _____/_____/_____ to _____/_____/_____)

					Total
I.	PERSONNEL				
	Name	Position	Base Salary	% Time	_____

	Fringe Benefits (_____%)				_____
	Subtotal				_____
II.	OTHER DIRECT COSTS				
	OFFICE OPERATIONS				
	Supplies				_____
	Printing				_____
	Duplicating				_____
	Telephone				_____
	Postage				_____
	Equipment Rental				_____
	Service Agreement(s)				_____
	SOFTWARE				_____
	COMPUTER TIME				_____
	TRAVEL				_____
	Subtotal				_____
III.	EQUIPMENT				_____
	Subtotal				_____
IV.	INDIRECT COSTS (9%)				_____
	TOTAL				_____