**Proposal for CJRC Seed Funding**

Please complete all sections below, save the document to your computer, and email the document to us at: justicecenter@psu.edu. Proposals must be single-spaced, in Times New Roman font size no smaller than 12-point type, left-aligned with one-inch margins. Proposals should not exceed 3 pages (excluding information requested in Parts 9 & 10).

Remember that some members of review committees may not have specific expertise in your substantive area and that proposals should be written for a broad academic audience. Appendices should not be included.

Your proposal must be sent as one document including letters of support. Proposals that do not conform to guidelines will be returned to the PI.

***1. Title of Proposal and name of PI:***

***2. 3-5 Descriptive Keywords***

***3. Purpose:***

Describe the specific aims of the proposal. This should be in paragraph form and suitable for public presentation (i.e., via the CJRC website).

***4. Brief Background and Description of Activities:***

Provide a brief background or rationale for the proposal, and a description of the specific activities.

***5. Relevance to the CJRC mission:***

Describe how the proposal will contribute to the Criminal Justice Research Center mission and its themes: (1) Courts and Sentencing, (2) Corrections and Re-Entry, (3) Treatment and Rehabilitation, and/or (4) Public Safety and Crime Prevention. Also specify any collaboration with a criminal justice agency and planned outlet/RFP for external funding (if possible, list the specific call and weblink and if you have contacted a program officer).

***6. Indicate if the proposed project spans multiple disciplines, centers, or funding mechanisms. State if College of the Liberal Arts, Population Research Institute, Consortium for Combatting Substance Abuse, or other initiative or grants management services will be involved.***

***7. 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.  Expenditures for food are to be kept to a minimum.

***8. Timeline:***

Describe the anticipated timeline to accomplish the goals of the proposal.

***9. Investigator Information:***

Identify the principal investigator, collaborating investigators, and the departments or units they represent (at least one investigator must be in the College of the Liberal Arts). Contact information must be included for all investigators. Please follow the format outlined below for each investigator.

 Lead Investigator:

 Name

 Title

 Department/Organization

 College/Campus

 Phone

 Email

 Tenure Track - Yes/No; if Yes, please include tenure home department.

 Collaborating Investigator:

 Name

 Title

 Department/Organization

 College

 Campus

 Phone

 Email

 Tenure Track - Yes/No; if Yes, please include tenure home department.

 [Please include complete contact information for additional investigators here.]

***10. Support from All Collaborators***

Collaborating investigators must indicate their support of the project in writing; these should be emailed to the Lead Investigator and attached to this proposal.

***11. Attach CVs or NIH/NSF biosketches for all Investigators***