The concept paper is a brief overview of the research project for which the scholar will pursue external funding. Its purpose is to demonstrate to the Faculty Research Council that the scholar has a specific project that (a) meets the funding criteria of at least one external funding source, (b) is congruent with the mission of APU and contributes to the long-term research agenda of the scholar, (c) benefits the university, and (d) can be assessed for its success. The concept paper should follow the template below exactly, using the headings provided for clarity. If any of the guidelines listed below do not apply to the proposed project, do not leave blank—please explain why they do not apply. Please write in clear, compelling, and concise language that scholars outside of your discipline will comprehend, and limit your concept paper to a maximum of 2500 words.

The concept paper is due September 16, 2011, submitted electronically to the Chair of the Faculty Research Council, Dr. Laurie Schreiner (lschreiner@apu.edu).

Concept Paper Template

I. Study Title: Short, descriptive phrase that captures the main idea of the proposal.

II. Statement of the Problem:
   a. Discuss the issues that serve as the basis of the problem your project will address.
   b. Describe the context of the study and explain its significance.
   c. State the potential contribution of the study to the field of inquiry.

III. Study Purpose and Aims:
   a. State the purpose of the study and list 3-4 specific aims or objectives.
   b. How is this project congruent with the mission and/or vision of APU?
   c. In what specific ways will this project benefit the university? (e.g., indirect costs of the grant award will come to the university, university students will be involved, etc.)
   d. How does this project fit with your long-term research agenda? (What research have you already done in this area and what are your future plans for continued research in this area?)
   e. What work has already been done in this field? How will your proposed grant project contribute to innovations in the field?

IV. Methods/Approaches/Study Design:
   a. Identify the research design, study setting(s), sampling procedures, sample size, sources and types of data, data collection techniques, and data analysis methods, if your proposal is for a research project. If your project is programmatic or scholarship more broadly defined, please summarize what the project outcomes
will be and how you will accomplish them. What will you actually do that you think is worth funding by an external source?

b. How will you assess the success of your project, assuming it is externally funded?

c. Provide a description of the role, qualifications, and areas of expertise for each major collaborator on your grant project, not including persons in the Office of Sponsored Research and Grants.

V. Funding Source:

a. Identify at least one funding source that is congruent with your project’s goals. Include the website, the funding cycle, eligibility, and maximum award amount granted.

b. Articulate the specific criteria for funding, as outlined by the granting agency, and indicate how your proposed project meets each of those criteria.

c. Provide an estimate of the funding request—how much will you request from the external source?

VI. Planning Grant Timeline and Budget:

a. Outline a timeline for how you will spend the year preparing the grant proposal. List a date by which you will submit the external grant proposal(s). Last possible date is September 30, 2012.

b. Outline how you will spend the $3,000 planning grant. If you are requesting release time, include a letter from your dean that explicitly grants you such release time for this planning grant.