RESEARCH DEVELOPMENT GRANTS (RDG) PROGRAM

How to Apply

Letters of Intent

Letters of Intent may not exceed 2 pages (12 point type and 1 inch margins) and must provide the information described below:

1. **Investigators**: Names and unit affiliations of PI, Co-PIs, and any other key personnel (including those from other institutions, if applicable).
2. **Type of Grant**: Planning or Preliminary Studies
3. **Working Title**
4. **Funding Amount Requested**: estimates are acceptable and non-binding; a complete budget will be required with the invited full proposal. No other budget information is required at the LOI stage.
5. **Brief Summary of Request** (e.g., “This proposal requests funding to support travel and planning activities associated with the development of a collaborative proposal under the NSF Centers of Research Excellence in Science and Technology Program”). Describe the activities that will be funded with the RDG and explain how they will contribute to the development of the resulting/deliverable proposal(s).
6. **Brief Summary of Project(s)** that will be the subject of the resulting/deliverable proposal(s) (e.g., “Northern Arizona University and the University of Michigan will collaborate on the development of a proposal to establish a Center for Applied Research in Security Innovation through the NSF’s CREST Program”). What is the significance of this project to the scientific/scholarly discipline(s)? What are its overarching goals? What is the potential impact of the project? If more than one extramural proposal will be delivered, provide this information for each unique project.
7. **Targeted Funding Mechanism**: List the sponsor’s program announcement number, targeted proposal submission date, and briefly describe the nature of the sponsor’s program(s) to which extramural projects described in No. 6 above (e.g., NSF CREST Program). How does the project(s) align with the program’s overall goals? If the proposal will be submitted as an unsolicited proposal, how does the project(s) align with the sponsor’s overall funding goals?
8. **Other Information**: Any other information that the applicant would like considered.

LOI Submission

Letters of Intent must be submitted electronically as a PDF document to ovpr@nau.edu.

The PDF document must be saved as follows:

For Planning Grant Proposals: P_RDG_FY18_Last Name of Applicant_First Name of Applicant, e.g., P_RDG_FY18_Smith_John

For Preliminary Studies Research Grant Proposals: S_RDG_FY18_Last Name of Applicant_First Name of Applicant, e.g., S_RDG_FY18_Smith_John

The subject line of the email must read as follows:
RDG FY18 Last Name of Applicant, First Name of Applicant, e.g., **RDG FY18 Smith, John**

**Full Proposals**

Information on the specific format and content of full proposals will be provided to applicants who are invited to submit full proposals. Full proposals will follow the standard format for the targeted funding agency (i.e., for NIH or NSF: abstract/summary, narrative, budget and budget justification, biographical sketches, and current support) and narratives will be limited to 6 pages.

Questions? Contact Christine Smith at ext. 3-8594 or [Christine.Smith@nau.edu](mailto:Christine.Smith@nau.edu)