**Existing Program Evaluation**

**Stage 1 Application**

Section 1: Cover Page Information

Section 2: Aims, BEF Mission, Collaboration, Dissemination, Potential Impact

Section 3: Rationale for Evaluation and Program Information

Section 4: Evaluation Design

Section 5: Research Environment and Team

Section 6: Budget

Section 7: Required Attachments

1. Budget Justification

2. Time-line with benchmarks (maximum 3 years)

3. CVs/Resumes of each key personnel

4. Letters of support

5. Proof of tax-exempt status for applicant and partnering organizations

Application questions and instructions for required attachments are provided below. When completed, convert application form and all attachments to .pdf format, and **submit entire application as one PDF document** to [applications@bradyeducationfoundation.org](mailto:applications@bradyeducationfoundation.org).

**Section 1: Cover Page Information**

**1. Title of proposed evaluation.** (max. 100 characters with spaces)

**2. Principal Investigator information.**

**a) Name:**      

**b) Title:**

**c) Institution:**

**d) Address:**

**e) Phone Number:**

**f) Email:**

**3. Office responsible for contracts and grants at sponsoring institution.**

**a) Contact Name:**

**b) Title:**

**c) Institution:**

**d) Address:**

**e) Phone Number:**

**f) Email:**

**4. Dates of proposed project.** (max. time period is 3 years; check website for start date range for this review cycle)

**a) Project Start Date** (mm/dd/yyyy)**:**      

**b) Project End Date** (mm/dd/yyyy)**:**      

**5. Total amount requested from BEF.** (Note: BEF allows only 10% maximum for indirect costs)

**a) Total proposed budget (total requested from BEF)** (round off to nearest dollar)**: $**

**b) Total request for each year of project as applicable** (round off to nearest dollar)**:**

**i) Year 1: $**

**ii) Year 2: $**

**iii) Year 3: $**

**6. Total cost for the evaluation being proposed in this application.**

**a) Is the total cost for the evaluation being proposed in this application higher than the amount of support requested from BEF? Yes**  **No**

**b) If yes, what is the total projected cost for the project; include funds requested of BEF and any current or potential (pending or plans to submit) funding from other sources (include only costs for the evaluation and not any program operation costs)? $**

**7. Other support for the evaluation being proposed in this application; current, pending, or plans to submit.**

**a) If other current or pending funding partners exist, specifically state the scope of the work that BEF funding would support and specifically state the scope of work to be supported by each other funding source.**

(max. 1500 characters with spaces, about 250 words)

**b) Current other support for this evaluation (include only costs for the evaluation and not any program operation costs).**

**i) Is other support currently secured for this evaluation? Yes  No**

**ii) If yes, for *each* source, provide the following information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization**  (maximum 100 characters with spaces) | **Start Date of Support**  (mm/dd/yyyy) | **End Date of Support**  (mm/dd/yyyy) | **Total Amount of Support** (round off to nearest $) |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |

**c) Pending other support for this evaluation (include only costs for the evaluation and not any program operation costs).**

**i) Are there pending funding requests for this evaluation? Yes**  **No**

**ii) If yes, for *each* source, provide the following information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization**  (maximum 100 characters with spaces) | **Date Request Submitted**  (mm/dd/yyyy) | **Start Date**  **Requested**  (mm/dd/yyyy) | **End Date**  **Requested**  (mm/dd/yyyy) | **Total Amount Requested**  (round off to nearest $) | **Expected**  **Notification**  **Date**  (mm/dd/yyyy) |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |

**d) Plans to submit requests for other support for this evaluation (include only costs for the evaluation and not any program operation costs).**

**i) Are there plans to submit for other support for this evaluation? Yes**  **No**

**ii) If yes, for *each* source, provide the following information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization**  (maximum 100 characters with spaces) | **Expected**  **Submission**  **Date**  (mm/dd/yyyy) | **Start Date To Be**  **Requested**  (mm/dd/yyyy) | **End Date To Be**  **Requested**  (mm/dd/yyyy) | **Total Amount To Be**  **Requested**  (round off to nearest $) | **Expected**  **Notification**  **Date**  (mm/dd/yyyy) |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |
|  |  |  |  | $ |  |

**8. Is the evaluation being proposed in this application part of a larger project? Yes  No**

**If yes:**

**a) Briefly describe the larger project.** (max. 1,500 characters with spaces, about 250 words)

**b) Briefly describe how the current proposal would relate to / fit in with the larger project, specifically stating the scope of work to be funded by BEF and the scope of work to be supported by other funding sources.**

(max. 1,500 characters with spaces, about 250 words)

**c) What is the total cost of the larger project** (round off to nearest dollar)**?**

**d) Provide the sources of funding (current and pending), start and end dates, and total amounts of support for the larger project:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization**  (maximum 100 characters with spaces) | **Start Date of Support**  (mm/dd/yyyy) | **End Date of Support**  (mm/dd/yyyy) | **Total Amount of Support** (round off to nearest $) | **Current or Pending?** |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |

**9. Note that the Foundation favors projects for which operational funding for the program is secured by other sources so that funding from the Foundation is used only for evaluation activities.**

**a) List all current support for program operation costs, amounts and sources (e.g., Head Start funds, United Way, private donations):**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCE**  (maximum 60 characters with spaces) | **DATES OF SUPPORT**  (mm/dd/yyyy-mm/dd/yyyy) | **AMOUNT OF SUPPORT**  **(round off to nearest $)** | **% OF TOTAL**  **OPERATING COSTS**  (round off to nearest %) |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |

**b) Is operational funding for this program secured for the period during which this evaluation would take place?**

**Yes  No**

**i) If yes, please describe the sources and what percent of operational costs are covered by each source.**

(max. 3,000 characters with spaces, about 500 words)

**ii) If no, describe any plans, if such plans exist, to secure operational funding for the program from other sources.** (max. 3,000 characters with spaces, about 500 words)

**Section 2: Aims, BEF Mission, Collaboration, Dissemination, Potential Impact**

**1. Title of proposed evaluation.** (max. 100 characters with spaces)

**2. Specific Aims/Scope of Work.**

**In one or two sentences, state the Specific Aims of this proposed evaluation project. What are the goals of the specific project being proposed in this application?** (max. 600 characters with spaces, about 100 words)

**3. Fit with Mission.**

**The mission of the Brady Education Foundation is to fund projects that seek to close the achievement/opportunity gap between children living in under-resourced communities and/or from underrepresented populations and other children. Provide a brief explanation of how this project is consistent with this mission.** (max. 600 characters with spaces)

**4. Collaboration.**

**Briefly describe how researchers (i.e., the Principal Investigator and other researchers conducting the evaluation) and practitioners (i.e., program personnel) and, if appropriate, community stakeholders, have collaborated thus far (if applicable) and will collaborate to conduct this evaluation. Please consider each phase of the evaluation as applicable (i.e., formulation of questions and study design, recruitment, data collection, interpretation of findings, dissemination).** (max. 1,500 characters with spaces, about 250 words)

**5. Dissemination.**

**Briefly describe how the findings from this project will be disseminated to:**

**a) the research community (e.g., peer-reviewed journals, conference presentations, etc.)** (max. 600 characters with spaces, about 100 words)

**b) the practice community (e.g., conference presentations, submissions to listings such as the *What Works Clearing House* at the Institute of Education Sciences, etc.)** (max. 600 spaces with spaces, about 100 words)

**6. Potential Impact.**

**Briefly describe how the results of this project have the potential to inform private funding decisions and/or public policy. In your reply, if you are aware of and/or currently working with any current or potential funders of the program, public (e.g., public school system) or private (e.g., foundation), that will be interested in the results from this evaluation, please identify and describe your relationship with each organization.** (max. 1,500 characters with spaces, about 250 words)

**Section 3: Rationale for Evaluation and Program Information**

**1. Title of proposed evaluation.** (max 100 characters with spaces)

**2. Literature Review.**

**a) Provide a review of the literature that supports the need for the program that would be evaluated and the need for this evaluation project.** (max. 9,000 characters with spaces, about 1,500 words)

**b) References for literature review.** (max. 3,000 characters with spaces, about 500 words)

**3. Program to be evaluated.**

**a) Name and mission**. (max. 600 characters with spaces, about 100 words)

**b) History. Include as applicable:** (max 3,000 characters with spaces, about 500 words)

* **Where and in what year was the original program developed?**
* **Where has the program been implemented since it was developed?**
* **Has it been modified since its original development, and if so, how?**
* **Where is the program currently being implemented?**
* **How long has the program been implemented in the setting(s) in which this evaluation would take place?**

**c) Ages served.** (max. 150 characters with spaces, about 25 words)

**d) Duration/intensity of program participation for individuals who complete the full program (e.g., 60 minutes classes, once a week, for a total of 3 months).** (max. 150 characters with spaces, about 25 words)

**e) Program recruitment methods. How are program participants invited to participate in the program (e.g., outreach procedures), and what percentage of the targeted population of participants choose to participate? If less than 100% of the local targeted population participates, describe why this is the case (e.g., not all contacted choose to participate, not enough program slots are available for those who would like to participate, etc.)** (max. 1,500 characters with spaces, about 250 words)

**f) What are the intended goals and desired outcomes of the program?** (max. 1,500 characters with spaces)

**g) What types of activities do participants engage in to achieve the goals and desired outcomes of the program?** (max. 3,000 characters with spaces, about 500 words)

**h) Complete the following table to provide the demographic characteristics (race / ethnicity, gender, and income) of the intended population to be served by the program to be evaluated:**

**Demographic Characteristics of Target Population**

|  |  |
| --- | --- |
| **Category** | **Percent of Program Participants** |
| **Racial / Ethnic Category** | |
| **American Indian or Alaska Native** |  |
| **Asian** |  |
| **Black or African American** |  |
| **Hispanic or Latino** |  |
| **Native Hawaiian or Other Pacific Islander** |  |
| **White** |  |
| **More Than One Race / Ethnicity** |  |
| **Unknown** |  |
| **Total** | **100%** |
| **Sex / Gender Category** | |
| **Females** |  |
| **Males** |  |
| **Other** |  |
| **Total** | **100%** |
| **Income Category\*** | |
| **Low-Income** |  |
| **Not Low-Income** |  |
| **Total** | **100%** |

**\*Define low-income (e.g., free or reduced-price lunch, percent of federal poverty line, etc.):** (max. 600 characters with spaces, about 100 words)

**4. Other evaluations currently taking place.**

**a) Are any other evaluations of the program currently taking place? (If you are proposing to adapt a currently existing program as part of your project, answer this question for the currently existing program)**

**Yes  No**

**b) If yes, please describe the current evaluation taking place and how this proposed evaluation is different and/or value added.** (max. 1,500 characters with spaces, about 250 words)

**5. Prior evaluations.**

**a) Have any prior evaluations of the program been conducted? (If you are proposing to adapt the program as part of this project, answer this question for the current existing program)**

**Yes  No**

**b) If yes, state when and where the prior evaluation(s) occurred, and briefly describe the findings (include references for any publications).** (max. 3,000 characters with spaces, about 500 words)

**6. Feasibility of program implementation (from practitioner / service provider perspective).**

**Briefly describe the feasibility of the program to be evaluated as well as challenges that may be impediments to implementation from the perspective of practitioners or service providers. If evidence that supports the feasibility of the program currently exists, provide it here; if not, please describe your thoughts on the potential feasibility and impediments to implementation in “real-world” settings. As applicable, consider factors such as environmental, logistical (e.g., transportation, scheduling), geographic, demographic, economic, cultural, or other factors related to this program’s unique situation.** (max. 3,000 characters with spaces, about 500 words)

**7. Accessibility (from program participants perspective).**

**Briefly describe the accessibility of the program to be evaluated from the perspective of program participants, considering both potential barriers and incentives. If evidence that supports the accessibility of the program currently exists, provide it here; if not, please describe your thoughts on accessibility, considering families from low-resourced communities and underrepresented populations in particular. As applicable, consider factors such as environmental, logistical (e.g., transportation, scheduling), geographic, demographic, economic, cultural, or other factors related to this program’s unique situation.** (max. 3,000 characters with spaces, about 500 words)

**8. Affordability and sustainability.**

**Briefly describe the affordability and sustainability of the program to be evaluated, considering all potential costs of the program. In your answer, include estimates for start-up costs for the program as well as on-going annual operational costs. Also consider how support for maintaining the program over time might be obtained and sustained.** (max. 3,000 characters with spaces, about 500 words)

**9. Strength-based perspective.**

**Briefly describe how the program to be evaluated is consistent with a strength-based perspective. Consider not only how the program may build strengths via program participation but also how it might build upon strengths that participants bring to the program prior to participation.** (max. 3,000 characters with spaces, about 500 words)

**Section 4: Evaluation Design**

**1. Title of proposed evaluation.** (max. 100 characters with spaces)

**2. Evaluation design. The Foundation favors programs with strong research designs. Which best describes the overall evaluation design of this project?** (check one)

**Randomized Control Design (RCT, includes waitlist control with random assignment to program and control)**

**Quasi-Experimental Design (nonrandomized comparison of those with and without the program)**

**Neither Randomized Control nor Quasi-Experimental Design (e.g., pre-post design)**

**3. For the appropriate design, provide the following:**

**If Randomized Control Design:**

**a) What is the intended total sample size (N)?**

**b) What are the intended sample sizes (n’s) for all program/intervention group(s) and control group(s)?**

**c) How will participants, both intervention and control groups, be recruited?** (max. 1,500 characters with spaces)

**d) If applicable, how will intervention and control groups will be maintained over time?** (max. 1,500 characters with spaces)

**e) How and when will randomization will take place?** (max. 1,500 characters with spaces)

**f) Describe the location where the program will take place.** (max. 1,500 characters with spaces)

**g) Describe the activities/procedures for the program/intervention group(s).** (max. 1,500 characters with spaces)

**h) Describe the activities/procedures for the control group(s).** (max. 1,500 characters with spaces)

**i) Describe the outcomes to be assess and the sources for these data.** (max. 2,400 characters with spaces)

**j) Describe the analytic plan (quantitative and/or qualitative analyses).** (max. 1,500 characters with spaces)

**If Quasi-Experimental (comparison group) design:**

**a) Explain why a randomized control design is not feasible.** (max. 1,500 characters with spaces)

**b) What is the intended total sample size (N)?**

**c) What are the intended sample sizes (n’s) for all program/intervention group(s) and comparison group(s)?**

**d) How will program participants and comparison group participants be recruited?** (max. 1,500 characters with spaces)

**e) If applicable, how will program participant and comparison groups be maintained over time?** (max. 1,500 characters with spaces)

**f) Describe the location where the program will take place.** (max. 1,500 characters with spaces)

**g) Describe the activities/procedures for the program/intervention group(s).** (max. 1,500 characters with spaces)

**h) Describe the activities/procedures for the comparison group(s).** (max. 1,500 characters with spaces)

**i) Describe the outcomes to be assessed and the sources for these data.** (max. 2,400 characters with spaces)

**k)** **Describe the analytic plan (quantitative and/or qualitative analyses).** (max. 1,500 characters with spaces)

**l)** **Specifically describe how the evaluation will control for potential confounding variables (e.g., due to selection bias).** (max. 3,000 characters with spaces)

**If neither Randomized Control nor Quasi-Experimental design:**

**a) Explain why neither a randomized control design nor comparison group design is feasible.** (max. 1,500 characters with spaces)

**b) Describe the study design.** (max. 1,500 characters with spaces)

**c) What is the intended total sample size (N)?**

**d) How will program participants will be recruited?** (max. 1,500 characters with spaces)

**e) If applicable, how will program participants will be maintained over time?** (max. 1,500 characters with spaces)

**f) Describe the location where the program will take place.** (max. 1,500 characters with spaces)

**g) Describe the activities/procedures for the program participants.** (max. 1,500 characters with spaces)

**h) Describe the outcomes to be assessed and the sources for these data.** (max. 1,500 characters with spaces)

**i) Describe the analytic plan (quantitative and/or qualitative analyses).** (max. 2,400 characters with spaces)

**j) Specifically state what evidence will be used to determine program effectiveness.** (max. 3,000 characters with spaces)

**4. Complete the following table to provide the intended demographic characteristics (race / ethnicity, income and gender) of the participants in the evaluation study.**

**Demographic Characteristics of Study Sample**

|  |  |
| --- | --- |
| **Category** | **Percent of Program Participants** |
| **Racial / Ethnic Category** | |
| **American Indian or Alaska Native** |  |
| **Asian** |  |
| **Black or African American** |  |
| **Hispanic or Latino** |  |
| **Native Hawaiian or Other Pacific Islander** |  |
| **White** |  |
| **More Than One Race / Ethnicity** |  |
| **Unknown** |  |
| **Total** | **100%** |
| **Sex / Gender Category** | |
| **Females** |  |
| **Males** |  |
| **Other** |  |
| **Total** | **100%** |
| **Income Category\*** | |
| **Low-Income** |  |
| **Not Low-Income** |  |
| **Total** | **100%** |

**\*Define low-income (e.g., free or reduced-price lunch, percent of federal poverty line, etc.):** (max. 600 characters with spaces, about 100 words)

**5. Investigation of possible mediators.**

**a) Is one of the aims of this evaluation to investigate reasons for program effectiveness; that is, to investigate what mediators might account for any found positive effects of the program? Yes  No**

**b) If yes,**

**i) What are your hypotheses concerning which factors may account for positive effects of the program?** (max. 1,800 characters with spaces, about 300 words)

**ii) What data, and from whom, will you collect to investigate these potential causes for positive effects?** (max. 1,800 characters with spaces, about 300 words)

**iii) What analyses (qualitative and/or quantitative) will you conduct to test your hypotheses?**

(max. 1,800 characters with spaces, about 300 words)

**6. Investigation of possible moderators.**

**a) Is one of the aims of this evaluation to investigate whether it is more effective for some participants than others; that is, to test for moderating effects? Yes  No**

**b) If yes,**

**i) What sub-groups will be compared to test for moderating effects, and what are the moderation hypotheses (e.g., under which conditions do you expect to see stronger effects)?**

(max. 1,800 characters with spaces, about 300 words)

**ii) What are the expected sample sizes for the sub-groups to be compared? Provide results of power analyses demonstrating adequate power to test for these moderating effects.**

(max. 1,800 characters with spaces, about 300 words)

**iii) What analyses (qualitative and/or quantitative) will be conducted to test for moderating effects?** (max. 1,800 characters with spaces, about 300 words)

**7. Cost / benefit analyses.**

**a) Is one of the aims of this evaluation to conduct a cost-benefit analysis of the program? Yes  No**

**b) If yes, what data will be collected to conduct these analyses?** (max. 1,800 characters with spaces, about 300 words)

**Section 5: Research Environment and Team**

**1. Title of proposed evaluation.** (max. 100 characters with spaces)

**2. Briefly describe the research environment of the PI (and other key personnel if at differing institutions), particularly noting facilities, equipment and other services that will support the proposed project (e.g., university sponsored computer support, statistical consulting, etc.).** (max. 1,500 characters with spaces, about 250 words)

**3. Please describe the prior research and professional experiences that demonstrate the ability of the research evaluation team to do this work. Note that the Foundation favors projects that include a member of the team (not necessarily the PI) that has experience leading projects of similar or greater scope. If one of the goals of this project is to conduct a cost-benefit analysis, specifically describe the expertise on the team related to conducting such analyses. In this reply, also describe any prior experiences the PI or others on the research team may have had with the specific methods being proposed (including any pilot work related to this project, if applicable)** (max. 2,400 characters with spaces, about 400 words)

**3. BEF is among a growing community of foundations that track the diversity of its grantees. Please provide the racial / ethnic background information for all key personnel on the research team.** (max. 1,500 characters with spaces, about 250 words)

**4. Other than budgetary information to be provided below, if applicable, provide any additional information you want the Board to consider when evaluating this Stage 1 application.** (max. 2,400 characters with spaces, about 400 words)

**Section 6: Budget**

Complete the following tables for total project period AND for each year of the project, specific to the scope of work that would be supported by BEF funding (do not include current or potential funding from other sources).

Note:

1) Indirect costs or overhead costs may not exceed 10% of total project costs (be sure that indirect costs for any subcontract institutions are only 10%; primary institution may not charge additional indirect on the subcontract funds);

2) The Foundation follows National Institutes of Health guidelines for salary cap;

3) For multi-year projects, the Full Time Equivalent (%FTE) may change for specific project personnel given that activities vary by year (this needs to be noted in all budgets and in the budget justification);

4) The Foundation will support up to two key personnel from the evaluation team and one practitioner or service provider from the program to attend one conference the last (or only) year of the project, with an allowable cost of $1,500 per person.

**TOTAL MULTI-YEAR PROJECT BUDGET *(round off to nearest dollar or percent)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONNEL, e.g., *PI, Co-PI, GRA, Data Collector, Data Entry, Database Development, Teacher, Mentor, etc.*** | | | | | |
| **Name** | **Title** | **Current**  **Institutional Salary** | **Total**  **Requested Salary** | **Total**  **Fringe Benefits** | **Total**  **Requested** |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
| **TOTAL PERSONNEL** | | | | | $ |
| **SUPPLIES*, e.g., printing, copying, office supplies, curriculum, books, software, etc.*** | | | | |  |
| **TOTAL SUPPLIES** | | | | | $ |
| **EQUIPMENT*, e.g., cameras, computer, recording devices, etc.*** | | | | |  |
| **TOTAL EQUIPMENT** | | | | | $ |
| **TRAVEL*, e.g., mileage, travel to conferences, participant travel, etc.*** | | | | |  |
| **TOTAL TRAVEL** | | | | | $ |
| **OTHER*, e.g., participant stipends, food for focus groups, childcare*** | | | | |  |
| **TOTAL OTHER** | | | | | $ |
| **TOTAL DIRECT** | | | | | $ |
| **INDIRECT (10%)** | | | | | $ |
| **SUBCONTRACTS *(provide separate budgets for each)*** *(max. 80 characters with spaces)* | | | | |  |
|  | | | | | $ |
| **TOTAL SUBCONTRACTS** | | | | | $ |
| **TOTAL PROJECT COST** | | | | | **$** |

**YEAR ONE PROJECT BUDGET *(round off to nearest dollar or percent)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL, *e.g., PI, Co-PI, GRA, Data Collector, Data Entry, Database Development, Teacher, Mentor, etc.*** | | | | | | |
| **Name** | **Title** | **Yr. 1**  **FTE%** | **Year 1**  **Institutional Salary** | **Year 1**  **Requested Salary** | **Year 1**  **Fringe Benefits** | **Year 1**  **Total**  **Requested** |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
| **TOTAL PERSONNEL** | | | | | | $ |
| **SUPPLIES, *e.g., printing, copying, office supplies, curriculum, books, software, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL SUPPLIES** | | | | | | $ |
| **EQUIPMENT, *e.g., cameras, computer, recording devices, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL EQUIPMENT** | | | | | | $ |
| **TRAVEL*, e.g., mileage, travel to conferences, participant travel, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL TRAVEL** | | | | | | $ |
| **OTHER,** ***e.g., participant stipends, food for focus groups, childcare*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL OTHER** | | | | | | $ |
| **TOTAL DIRECT** | | | | | | $ |
| **INDIRECT (10%)** | | | | | | $ |
| **SUBCONTRACTS** ***(provide separate budgets for each)*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL SUBCONTRACTS** | | | | | | $ |
| **TOTAL PROJECT COST YEAR 1** | | | | | | $ |

**YEAR TWO PROJECT BUDGET *(round off to nearest dollar or percent)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL, *e.g., PI, Co-PI, GRA, Data Collector, Data Entry, Database Development, Teacher, Mentor, etc.*** | | | | | | |
| **Name** | **Title** | **Yr. 2**  **FTE%** | **Year 2**  **Institutional Salary** | **Year 2**  **Requested Salary** | **Year 2**  **Fringe Benefits** | **Year 2**  **Total**  **Requested** |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
| **TOTAL PERSONNEL** | | | | | | $ |
| **SUPPLIES, *e.g., printing, copying, office supplies, curriculum, books, software, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL SUPPLIES** | | | | | | $ |
| **EQUIPMENT, *e.g., cameras, computer, recording devices, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL EQUIPMENT** | | | | | | $ |
| **TRAVEL*, e.g., mileage, travel to conferences, participant travel, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL TRAVEL** | | | | | | $ |
| **OTHER,** ***e.g., participant stipends, food for focus groups, childcare*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL OTHER** | | | | | | $ |
| **TOTAL DIRECT** | | | | | | $ |
| **INDIRECT (10%)** | | | | | | $ |
| **SUBCONTRACTS** ***(provide separate budgets for each)*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL SUBCONTRACTS** | | | | | | $ |
| **TOTAL PROJECT COST YEAR 2** | | | | | | $ |

**YEAR THREE PROJECT BUDGET *(round off to nearest dollar or percent)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL, *e.g., PI, Co-PI, GRA, Data Collector, Data Entry, Database Development, Teacher, Mentor, etc.*** | | | | | | |
| **Name** | **Title** | **Yr. 3**  **FTE%** | **Year 3**  **Institutional Salary** | **Year 3**  **Requested Salary** | **Year 3**  **Fringe Benefits** | **Year 3**  **Total**  **Requested** |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
| **TOTAL PERSONNEL** | | | | | | $ |
| **SUPPLIES, *e.g., printing, copying, office supplies, curriculum, books, software, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL SUPPLIES** | | | | | | $ |
| **EQUIPMENT, *e.g., cameras, computer, recording devices, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL EQUIPMENT** | | | | | | $ |
| **TRAVEL*, e.g., mileage, travel to conferences, participant travel, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL TRAVEL** | | | | | | $ |
| **OTHER,** ***e.g., participant stipends, food for focus groups, childcare*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL OTHER** | | | | | | $ |
| **TOTAL DIRECT** | | | | | | $ |
| **INDIRECT (10%)** | | | | | | $ |
| **SUBCONTRACTS** ***(provide separate budgets for each)*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL SUBCONTRACTS** | | | | | | $ |
| **TOTAL PROJECT COST YEAR 3** | | | | | | $ |

**TOTAL MULTI-YEAR SUBCONTRACT BUDGET *(round off to nearest dollar or percent)***

(contact the Foundation if have more than one subcontract to obtain additional budget forms)

**Subcontractor Company Name:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONNEL, *e.g., PI, Co-PI, GRA, Data Collector, Data Entry, Database Development, Teacher, Mentor, etc.*** | | | | | |
| **Name** | **Title** | **Institutional Salary** | **Requested Salary** | **Fringe Benefits** | **Total**  **Requested** |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ |
| **TOTAL PERSONNEL** | | | | | $ |
| **SUPPLIES,** ***e.g., printing, copying, office supplies, curriculum, books, software, etc.*** *(max. 80 characters with spaces)* | | | | |  |
| **TOTAL SUPPLIES** | | | | | $ |
| **EQUIPMENT,** ***e.g., cameras, computer, recording devices, etc.*** *(max. 80 characters with spaces)* | | | | |  |
| **TOTAL EQUIPMENT** | | | | | $ |
| **TRAVEL*, e.g., mileage, travel to conferences, participant travel, etc.*** *(max. 80 characters with spaces* | | | | |  |
| **TOTAL TRAVEL** | | | | | $ |
| **OTHER** *(max. 80 characters with spaces)* | | | | |  |
| **TOTAL OTHER** | | | | | $ |
| **TOTAL DIRECT** | | | | | $ |
| **SUBCONTRACT INDIRECT (10%)** | | | | | $ |
| **TOTAL SUBCONTRACT COST** | | | | | $ |

**YEAR ONE SUBCONTRACT BUDGET *(round off to nearest dollar or percent)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL, *e.g., PI, Co-PI, GRA, Data Collector, Data Entry, Database Development, Teacher, Mentor, etc.*** | | | | | | |
| **Name** | **Title** | **Yr. 1**  **FTE%** | **Year 1**  **Institutional Salary** | **Year 1**  **Requested Salary** | **Year 1**  **Fringe Benefits** | **Year 1**  **Total**  **Requested** |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
| **TOTAL PERSONNEL** | | | | | | $ |
| **SUPPLIES, *e.g., printing, copying, office supplies, curriculum, books, software, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL SUPPLIES** | | | | | | $ |
| **EQUIPMENT, *e.g., cameras, computer, recording devices, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL EQUIPMENT** | | | | | | $ |
| **TRAVEL*, e.g., mileage, travel to conferences, participant travel, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL TRAVEL** | | | | | | $ |
| **OTHER,** ***e.g., participant stipends, food for focus groups, childcare*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL OTHER** | | | | | | $ |
| **TOTAL DIRECT** | | | | | | $ |
| **INDIRECT (10%)** | | | | | | $ |
| **TOTAL SUBCONTRACTOR COST YEAR 1** | | | | | | $ |

**YEAR TWO SUBCONTRACT BUDGET *(round off to nearest dollar or percent)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL, *e.g., PI, Co-PI, GRA, Data Collector, Data Entry, Database Development, Teacher, Mentor, etc.*** | | | | | | |
| **Name** | **Title** | **Yr. 2**  **FTE%** | **Year 2**  **Institutional Salary** | **Year 2**  **Requested Salary** | **Year 2**  **Fringe Benefits** | **Year 2**  **Total**  **Requested** |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
| **TOTAL PERSONNEL** | | | | | | $ |
| **SUPPLIES, *e.g., printing, copying, office supplies, curriculum, books, software, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL SUPPLIES** | | | | | | $ |
| **EQUIPMENT, *e.g., cameras, computer, recording devices, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL EQUIPMENT** | | | | | | $ |
| **TRAVEL*, e.g., mileage, travel to conferences, participant travel, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL TRAVEL** | | | | | | $ |
| **OTHER,** ***e.g., participant stipends, food for focus groups, childcare*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL OTHER** | | | | | | $ |
| **TOTAL DIRECT** | | | | | | $ |
| **SUBCONTRACT INDIRECT (10%)** | | | | | | $ |
| **TOTAL SUBCONTRACT COST YEAR 2** | | | | | | $ |

**YEAR THREE SUBCONTRACT BUDGET *(round off to nearest dollar or percent)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL, *e.g., PI, Co-PI, GRA, Data Collector, Data Entry, Database Development, Teacher, Mentor, etc.*** | | | | | | |
| **Name** | **Title** | **Yr. 3**  **FTE%** | **Year 3**  **Institutional Salary** | **Year 3**  **Requested Salary** | **Year 3**  **Fringe Benefits** | **Year 3**  **Total**  **Requested** |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
|  |  | % | $ | $ | $ | $ |
| **TOTAL PERSONNEL** | | | | | | $ |
| **SUPPLIES, *e.g., printing, copying, office supplies, curriculum, books, software, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL SUPPLIES** | | | | | | $ |
| **EQUIPMENT, *e.g., cameras, computer, recording devices, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL EQUIPMENT** | | | | | | $ |
| **TRAVEL*, e.g., mileage, travel to conferences, participant travel, etc.*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL TRAVEL** | | | | | | $ |
| **OTHER,** ***e.g., participant stipends, food for focus groups, childcare*** *(max. 80 characters with spaces)* | | | | | |  |
|  | | | | | | $ |
|  | | | | | | $ |
| **TOTAL OTHER** | | | | | | $ |
| **TOTAL DIRECT** | | | | | | $ |
| **SUBCONTRACT INDIRECT (10%)** | | | | | | $ |
| **TOTAL SUBCONTRACT COST YEAR 3** | | | | | | $ |

**Section 7: Required Attachments**

**Include the following attachments with your application:**

**1. Budget Justification.**

Include the following:

1. Title of proposal
2. Personnel: For each personnel listed in the budget, describe:
   1. role on the project (e.g., PI, teacher, data collector, etc.)
   2. % FTE (round off to nearest percent) for each year of the project
   3. expertise pertinent to the project
   4. project responsibilities
3. Supplies: for each item, describe:
   1. name of supply item
   2. cost per unit, number of units needed, and total cost for that supply item
   3. briefly describe why the item is needed for the project
4. Equipment: for each item, describe:
   1. name of equipment item
   2. cost per unit, number of units needed, and total cost for that equipment item
   3. briefly describe why the equipment is needed for the project
5. Travel: for each type of travel, describe:
   1. number of trips
   2. estimated cost per trip
   3. purpose of trip
6. Other: Describe any additional costs (e.g., incentive payments for participants):
   1. how total for each item was determined
   2. purpose of each item listed
7. Subcontracts: For each subcontract institution, describe:
   1. name of each subcontract institution
   2. project responsibilities
   3. for which year(s) each subcontract institution would be part of the project
   4. total direct cost per year for each subcontract
   5. for each personnel listed in subcontract budget: name, %FTE for each year of the project, role on the project and expertise pertinent to the project
   6. for each supply, equipment, travel, or other item: name of item, how cost was determined, purpose

**2. A time-line with benchmarks (maximum 3 pages).**

**3. CVs/Resumes of each key personnel.**

Each CV or resume is **not to exceed 3 pages**. As applicable, include:

1. Education
2. Professional experience / positions
3. Key publications and presentations relevant to this work
4. Pending, current, and prior research grants; for each include:
   1. title of project
   2. role on project
   3. awarding agency or foundation
   4. name of the PI
   5. beginning and ending dates
   6. total amount of **direct costs** awarded

**4. Letters of support.**

Provide a Letter of Support from each partnering organization or consultant that would participate in this project. Each letter should clearly specify acknowledgement and understanding of all agreements and commitments including, as applicable, an understanding of:

1. the research design
2. logistical commitments (e.g., help with recruitment, allowing teachers to participate in data collection, providing space / time for student assessments),
3. data sharing agreements (e.g., sharing of administrative data)
4. any other arrangements and commitments concerning their participation in this project

**5. Proof of tax-exempt status for applicant and partnering organizations.**

**When completed, convert application form and all attachments to .pdf format, and submit entire application as one PDF document to** [**applications@bradyeducationfoundation.org**](mailto:applications@bradyeducationfoundation.org)