# [Replace this text with Project Title]

## Principal Investigator

|  |  |
| --- | --- |
|  | **[Name]** |
| Department | [Department] |
| Phone | [Phone] |
| Email | [Email] |
| ORCID | [ORCID, if known] |

## Other Key Academic Participants

|  |  |  |  |
| --- | --- | --- | --- |
|  | **[Name]** | **[Name]** | **[Name]** |
| Department |  |  |  |
| Phone |  |  |  |
| Email |  |  |  |
| ORCID |  |  |  |

## Type of Proposal

* Applied Research [Pick one of these, then delete the others]
* Translational Research
* Research Synthesis

## Total Direct Cost Requested

* $[replace this text with amount rounded up to whole dollar]

## Research Administration

Name of Research Administrator / Research Support Officer: [here]

Email of Research Administrator / Research Support Officer: [here]

CF2 for PI: [here]

## Specific Priority Area(s) Addressed

[Enter the section, topic, and prompt designation. For example: enter “B.2.a.” for the first topic under “Public Transit and Shared Mobility.” Then copy and paste the text of the research prompt directly from the RFP.]

## Abstract

[Replace this text with up to 200 words.]

## Keywords

[Replace this text with up to 5 keywords.]

## External Stakeholder(s) Information

[Please list the organization, name and contact information for the signee of the letter of support. The letter will be attached later in the proposal. If you are naming CARB as the external stakeholder, list up to two contacts at CARB that you intend to work with, and no letter of support is required. If you are responding to a research priority in Part II, Section I, enter “Senate Bill 1 Advisor Priority” in this space, and no letter of support is required.]

### Is this a collaborative proposal with another UC ITS or non-ITS campus?

[Answer yes or no. If yes, name the campus and PI name and PI title.]

**Are there other sources of secured or anticipated funding supporting the proposed research?**

[Answer yes or no. If yes, describe the other funding source(s).]

Does the proposed project build upon completed and/or current research projects funded through this program in a prior year?

[Answer yes or no. If yes, briefly describe the connection.]

# Table of Contents

[Proposal Narrative 1](#_Toc67385907)

[Problem Statement 1](#_Toc67385908)

[Proposal Summary 1](#_Toc67385909)

[Expected Impact 1](#_Toc67385910)

[Equity Considerations 1](#_Toc67385911)

[Research Design 1](#_Toc67385912)

[Products and Deliverables 1](#_Toc67385913)

[Scope of Work 2](#_Toc67385914)

[Budget 3](#_Toc67385916)

[Project Budget 3](#_Toc67385917)

[Budget Justification 3](#_Toc67385918)

[Staffing and Collaboration Plan 5](#_Toc67385919)

[References 6](#_Toc67385920)

[CV for the PI and Co-PI(s) 7](#_Toc67385921)

[Letters of Support 8](#_Toc67385922)

[Letters of Participation and/or Commitment 9](#_Toc67385923)

# Proposal Narrative

## Proposal Title

[Repeated from top of page 1.]

## Problem Statement

[Up to 200 words.]

## Proposal Summary

[Up to 300 words.]

## Expected Impact

[Up to 300 words.]

## Equity Considerations

[Up to 300 words.]

## Research Design

[Up to 1,500 words. This section is only required for applied research proposals.]

## Products and Deliverables

[Up to 500 words.]

# Scope of Work

[1-2 pages. Edit the Sample Scope of Work and Task Schedule below as needed.]

## Sample Scope of Work

### Task 1: Literature Review

[We will begin with a review of the literature…]

### Task 2: [Additional Task]

[A brief description of the task…]

### Task 3: [Additional Task]

[A brief description of the task…]

### Task 4: Final Deliverables (required)

[We will produce a final report using the SB 1 report template for my campus, policy brief following SB 1 guidance, etc…. List all deliverables here.]

### Task 5: Engagement Task (required)

[We plan to share results of our work with << describe target audience>> by presenting at a meeting, via webinar, briefing, conference, etc.>> ]

### Task Schedule with Work Products

[This can be a simple list, timeline, or Gantt chart. For example:]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Description** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| 1 | Literature Review |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Final Report  Policy Brief |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Webinar |  |  |  |  |  |  |  |  |  |  |  |  |

# Budget

## Project Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONNEL** | SALARIES | BENEFITS/ TUITION | $[amount here] |
| Faculty | $[amount here] | $[amount here] |  |
| Staff | $[amount here] | $[amount here] |  |
| Students | $[amount here] | $[amount here] |  |
| Student Tuition |  | $[amount here] |  |
| **TRAVEL** |  |  | $[amount here] |
| **MATERIALS AND SUPPLIES** |  |  | $[amount here] |
| **EQUIPMENT** |  |  | $[amount here] |
| **CONSULTANT/SUBAWARD** |  |  | $[amount here] |
| **OTHER DIRECT COSTS** |  |  | $[amount here] |
| Other (list) | $[amount here] |  |  |
| Other (list) | $[amount here] |  |  |
| **TOTAL** |  |  | **$[amount here]** |

## Budget Justification

[Refer to the RFP for budget guidance.]

### Personnel (Salaries and Benefits)

[List all personnel with roles and effort on project.]

### Travel

[List all anticipated travel with cost estimates.]

### Materials and Supplies

[List all anticipated expenses.]

### All other categories

[List all anticipated expenses.]

# Staffing and Collaboration Plan

[Not to exceed 1 page.]

# References

[Optional.]

# CV for the PI and Co-PI(s)

[Insert CVs here.]

# Letters of Support

[If applicable.]

# Letters of Participation and/or Commitment

[If applicable.]