

**Hostos Research Center (HRC)  
Committee on Sponsored Programs and Grants (CSPG)**

**2022 IDEAS Project Development Award  
Innovating, Developing and Executing Actions with Success**

**CHECK LIST**

- Project Participants, Title, and Abstract
- Project Narrative
- References
- Biosketch
- Make a single PDF document with all application materials for submission via the online system  
File name: IDEAS\_PILastName.pdf

## Project Participants, Title, and Abstract

### 1) Principal Investigator (PI) and Co-PIs (If so)

PI Name:  
Position Title:

Email:  
Phone:

Co-PI Name: \*  
Position Title:

Email:  
Phone:

\*Add Co-PIs as needed.

### 2) Project Title

3) **Project Abstract** | Up to 200-word limit snapshot of the project including rationale, objectives/hypothesis, activities/methodology, expected outcomes.

## Project Narrative

Project narrative should be no more than **two pages long** and should include the following sections:

- a) **Rationale for the project** – What is the problem(s) / need(s) you will address? Any relationship to previous work (your work or others' work)? What is(are) the overarching goal(s)?
  - b) **Objectives | Hypothesis** – The specific actions and measurable steps needed to achieve the goal(s). | If research component, what is the research question you will explore?
  - c) **Activities | Methodology** – How will the problem(s) / need(s) be solved? Activities to achieve objectives and goal(s). | If research component, the Research Methods to explore the research question/hypothesis.
  - d) **Timeline for the work** (e.g., biweekly, month by month) – Keep in mind that this is short-term project of about 3.5 months.
  - e) **Future Plan** – Identify potential external funding opportunities and programs (e.g., NSF, NIH, NEH, Gates Foundation). Next steps to take when funds end. Provide a brief explanation why the identified funding opportunity is appropriate for the current proposal.
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## References

Provide literature used to craft/back up project narrative.

## Biosketch

Provide two-page long biosketch (NSF-style format). Click [here](#) to retrieve an example of NSF-style Biosketch (Source: Oak Ridge National Laboratory: <https://www.ornl.gov>).

Name:

Email:

Position Title:

Phone:

### A) PROFESSIONAL PREPARATION

INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (IF APPLICABLE)	YEAR

### B) APPOINTMENTS

From - To	Position Title, Organization and Location

### C) PRODUCTS

Products Most Closely Related to the Proposed Project (i.e., publications, books, and so forth)

Other Significant Products, Whether or Not Related to the Proposed Project (i.e., publications, books, and so forth)

### D) SYNERGISTIC ACTIVITIES