

## CRDF Global Grant Writing Tips

### **COMMON ACRONYMS**

**R&I<sup>1</sup> competitions** = Research and Innovation competitions

**EPS** = Electronic Proposal Submission

**PI** = Principal Investigator

**IS** = Institutional Support

**IFS** = Individual Financial Support

**RFP** = Request for Proposal<sup>2</sup>

### **BEFORE YOU BEGIN WRITING**

- Define your project goal(s).
- Identify the detailed objectives you will need to achieve to reach your goal(s).
- Review the RFP to determine if the grant size meets your project objectives.
  - What is your timeline?
  - If you need the funding right now, you have waited too long to apply. It usually takes between six (6) months and one (1) year from the submission deadline for grants to be awarded.
  - How much funding do you realistically need to complete the project successfully?
- Decide if your project meets the following CRDF Global priorities:
  1. Provides the scientific community with new and useful knowledge that will advance prior work;
  2. Solves important societal problems;
  3. Potentially leads to improved technologies and/or product that will provide for economic development;
  4. Advances CRDF Global's mission. Take time to review CRDF Global's website and familiarize yourself with the organization's mission and goals.

*If your proposal doesn't achieve at least one of the first three priorities **and** number four (4) – please do **not** apply.*

- Read CRDF Global's mission statement and review the list of funded proposals.
  - Will your research have an equal or greater impact than the proposals listed? Don't force the connection.

### **HELPFUL HINTS**

**Develop a realistic timeline for writing your proposal.** To help with this process, print out the checklist in the RFP and set appropriate deadlines to gather all the items. It is recommended that you finish gathering all the information and assemble your grant proposal at least one (1) week prior to the submission deadline.

**When developing your plan for writing the proposal, be sure to schedule time to:**

- Collect all the information required for your application
- Write the proposal
- Request assistance from colleagues to review your proposal
- Make edits
- Translate
- Conduct a final review and edits
- Collect signatures

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<sup>1</sup> Previously called Research Partnerships (RP)

<sup>2</sup> Previously called a Program Announcement (PA)

- Make copies
- Mail hard copies (if required)
- Submit via CRDF Global's EPS system

**Do not let all your hard work go to waste because you did not submit the document on time; proposals will not be accepted for any reason past the deadline. Avoid missing the deadline by doing the following:**

- Mark the Submission Deadline on your calendar.
- Submit your proposal **at least one (1) day** before the final deadline.
- Although the EPS site allows for last minute submissions (11:59pm (23:59) Eastern Time on the deadline day), do not wait until the deadline to submit your proposal for the following reasons:
  - The possibility of encountering technical problems with the EPS can never be fully ruled out
  - Personal computers do not always work when you need them to and Internet connections are not 100% reliable

If you experience difficulties submitting to CRDF Global, Program Officers are not in the office after 5:00pm (17:00) Eastern Time on the night of the deadline, so they will be unable to help you troubleshoot problems should any arise.

If you have technical difficulties submitting your proposal through the EPS site due to an unstable Internet connection, contact your co-PI for assistance.

## **SPECIFIC SUGGESTIONS FOR WRITING A PROPOSAL**

- Read the entire RFP before you begin writing. Highlight all the key points.
- **Follow all the directions outlined within the RFP** – read it carefully.
  - If there is a page limit, DO NOT submit a proposal with pages exceeding the limit.
  - If the RFP states that an applicant from your country is required to submit copies of the proposal to a Ministry or other government agency, do not forget to submit these.
  - Proposals that do not follow all the guidelines set forth in the RFP will be declared ineligible and all the work that went into writing the proposal will be lost.
- All required forms are available at <http://www.crdfglobal.org/grants/information-applicants> or within the competition RFP. Each form must be filled out accurately and completely for your proposal to pass the initial proposal screening process.
- CRDF Global looks favorably on proposals that have both exceptional scientific merit and that encourage new scientists to enter the field – this includes early career and female scientists and students.
- If you have any questions about the forms and the requirements, write to a Program Officer and request more information.

## **LETTER AND TERMS AGREEMENT**

- The Letter and Terms agreement is the first portion of the proposal that the Program Officer and reviewers will see. Ensure that it has been completed accurately and completely. Do not forget to include the signature of the institutional leadership representative. You must include one Letter and Terms agreement for each collaborating PI.

## **COVER SHEET**

- The Cover Sheet is a snapshot of the entire collaborative research project. Make sure that it is complete and accurate to give a good first impression. Please see a sample of the Cover Sheet on page 10 to assist you in correctly completing this form.

## **PROJECT ABSTRACT**

- The abstract should provide the reader with a strong understanding of what you plan to do, how you will do it, and what you hope to accomplish.
- Although the abstract is one of the first elements within a proposal, it is usually the last section to be written.
- Summarize the key elements of your proposal in about half of a page. Treat it as a “stand alone” description of the project.
- ***Seven Important Questions to Address in the Abstract***
  1. What do you intend to do?
  2. Why is it important?
  3. What has already been done?
  4. What methods will you use?
  5. What results do you expect?
  6. How will you analyze your data?
  7. What contribution will your project make to the mission of the funder?
- Do not include any references, figures or tables.
- Do not include any proprietary information as project summaries are often considered public information.
- Define all abbreviations, acronyms and special symbols
  - Exceptions to this rule are widely-used abbreviations, such as HIV/AIDS, DNA, etc.

## **PROJECT NARRATIVE**

- Remember that the narrative portion of the proposal is your sales pitch.
  - Be persuasive
  - Anticipate reviewer’s questions
  - Arrange your key points in a logical, incremental order
- By reading your narrative the reviewers should conclude that your project is:
  - Important
  - Novel
  - Feasible
  - Consistent with CRDF Global’s missions/goals
  - Worthy of funding

The following five (5) components are all key elements that should be included as part of the narrative portion of your proposal.

### **1. Problem Statement**

- ***Identify the specific problem and/or issue you want to solve.***
  - Do not spend too much time/space in the proposal describing the importance of the problem. The problem’s importance must be addressed- however, if your research is timely then reviewers will likely be aware of the issue and its relevance. The main point of a proposal is to explain how you propose to solve a problem.
  - It is usually helpful to use statistics to support your problem statement.
  - Be sure to reference relative publications. Reviewers may unfavorably judge a proposal if they feel the researchers have not conducted a thorough literature review before preparing a proposal.
- Describe the goals you will pursue to test your hypothesis.
  - Goals should be specific, measurable, realistic and timely
  - Goals should be concise – try to use no more than 25-word statements for each goal

- Use specific action words to describe your activities rather than just saying “we will study.” Describe why your particular research efforts are important to solving this problem.
- Describe why your particular research efforts are important to solving this problem.
  - Explain **who** will use this research.
  - Explain **how** it will be used.

## 2. Action Plan

Remember that your project **DESIGN** is your plan for attacking the problem. Your project **METHODS** are a detailed description of the precise experimental techniques you will use to attack the problem.

- Describe your **project design**
  - Explain the approach you plan to take.
  - What methods will you implement to meet those objectives, to ultimately accomplish your goals?
  - Be concise, but don't be vague.
- Create a **timeline**
  - Highlight what objectives will be accomplished and the milestones that will be reached during each period.
  - Develop a chart or a table that outlines how long each task will take and the sequence of objectives.
  - Break the research down into phases. What resources and staff will you need during each phase
  - A timeline is a great tool for the following reasons:
    1. It helps reviewers understand how your project will be structured;
    2. It helps your team manage the project by identifying specific points where they/you should stop and evaluate progress during the project;
    3. It provides key markers that will be excellent to include in the semi-annual updates to CRDF Global.
- Describe how your project is a **true partnership**
  - Explain what experience, knowledge and access to resources of both the international team and the US team are needed to complete the project.
  - Explain how both teams' expertise will complement each other.
- Illustrate how the combined competencies of both research teams will help the project meet its goals.
- Describe the **equipment** that will be utilized in conducting the research.
  - Justify the need for the equipment for which you are requesting funds to purchase.
  - Identify unique equipment your institution already owns that you will be using to conduct your research.
- Discuss the **limitations** of your research.
  - Addressing your research limitations tells the reviewers that you are aware of any potential problems and helps to evoke confidence in your abilities and understanding of your research.
- Include **visual aids**
  - Pictures, graphs and tables serve as excellent visual representations of your work. They are a great way to help reviewers understand what you are working on and what you have already accomplished.

### **3. Project Results/Evaluation**

- Use quantifiable, concrete and measurable statements to describe the anticipated results/expected outcomes of the project.
- Reveal how these results will address the evaluation criteria and establish how your project will further CRDF Global's goals.
- Describe how you will analyze the data and measure your success.
  - What data will be recorded?
  - What will you be looking for in this data?
  - What statistical tests will be performed?
- Explain how you will know whether you have achieved your goals.
  - Be specific -What instruments will you use? How often will you evaluate your progress?
  - The project's evaluation plan should be achievable given your resources.
  - If the implementation of your evaluation plan will require funding, make sure you include that in your budget.

### **4. Introduction of Your Organization/Team**

- Briefly describe why your organization/team is the best group to carry out this research.
  - Detail the group's experience.
  - What other research have you or your team members been involved in that prepares you for this project?
- Describe who will work on the project.
  - What are responsibilities of each team member?
  - What are their qualifications?
- Be concise, but remember that reviewers are interested in how participants will be used to accomplish the project's goals and whether they are they qualified for the role.
- Describe your collaboration.
  - How will the work be distributed among each team?
  - Which team is ultimately responsible for the success of each part of the project?
  - How will you communicate with each other?
- Identify and describe the role of any subcontractors or secondary collaborators. Subcontractors and secondary collaborators are individuals from institutions other than the proposal's principal organizations. If the institutions will receive financial support, through either indirect costs or equipment purchases, then they should be designated Secondary Institutions. Secondary Collaborators are included in your project because their skills and expertise are required to complete a task that no one on your team knows how to do or your institution does not have the appropriate equipment to complete the activity.
  - Describe their responsibilities – list the specific activities, the duration and milestones of their work.
  - Explain how their work will be monitored/evaluated
  - State how you will communicate with them

## 5. Sustainability

- Discuss how your research will continue after this grant's two-year funding cycle has ended.
  - CRDF Global does allow applicants to apply to future competitions, but the new proposal must show the project's initial success and how the project will be taken to the next level with additional funding.

*Address other options for your project's sustainability, including approaching other foundations, possible government support, or for-profit contributions.*

## **KEY PARTICIPANT INFORMATION FORMS**

- The Key Participant Information form is only for project participants **OTHER THAN** the two principal investigators. An example of a completed Information Form is available on page 11 of this document.
  - The PI's do not need to complete a KPIF for themselves as their one-page CV combined with the information requested in the cover letter provides CRDF Global with all the necessary information.

## **PROJECT BUDGET (EXCEL FILE)**

- When writing a proposal for a competition, it is important to carefully read the entirety of the funding requirements for a particular solicitation. It is important to note what CRDF Global is willing to fund and what requests CRDF Global does not fund. Look at the "Allowable Costs" and "Unallowable Costs" section in the respective RFP.
- Please review the example on page 13 and 16 before completing your Project Budget.
- Budgets should be realistic
  - Budgets that are too low indicate that you do not know the actual cost of your project.
  - Budgets that are too high leave room for the potential misuse of funds.
- Obtain quotes from vendors for the best possible estimate
  - Since projects are activated months after being prepared, take inflation into account when preparing your budget.

## ***Salaries/Individual Financial Support (IFS)***

- Please read the RFP carefully and review all the associated links under the section that discusses how to determine Individual Financial Support (IFS)

Anyone applying for IFS must carefully examine their workload to ensure that they are not requesting payment for more than a 100% of their work time.

For instance, if a PI is also the department chair and spends 50% of his time handling issues related to departmental administrative duties, then he only has 50% of his work time left to devote to the research on the project. That means the maximum he can request for payment is 10 days per month. CRDF Global defines "full time" as twenty (20) 8-hour person-days per month, sixty (60) per quarter

## **Equipment, Supplies, and Services (ESS)**

- This includes support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other supplies/materials to be used in the research. In general, materials and supplies are defined as tangible personal property, other than equipment, costing less than \$1,000 USD, or other lower threshold consistent with the policy established by the proposing institute. Any item of requested equipment valued at more than \$1,000 USD must be specifically described and justified in the Budget Narrative.
- Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted. Each line item should be calculated based on actual costs.

## **Travel**

- Collaborative projects are generally the most effective when the partners have an opportunity to visit each others’ labs and spend time working together. CRDF Global encourages applicants to use grant funds for research-related travel.
- CRDF Global also encourages applicants to give junior scientists and female researchers the opportunity to travel and learn from the PI and senior participants on the other country’s team.

## **Indirect Costs (IDCs)**

Institutions often incur expenses hosting a grant project. Applicants (Primary Institutions and Secondary Institutions) may request indirect costs/overhead expenses on all direct costs except for equipment (over \$5,000), capital expenditures, rent, student tuition, participant support costs<sup>13</sup> and sub-awardees expenses (after the first \$25,000). Total direct costs minus these items is considered the “modified total direct cost” (MTDC) amount for which the IDC rate should be applied. IDCs combined with the total direct costs cannot exceed the funding total allowed to request. Below are helpful calculations:

- $IDC \$ = IDC\% \times MTDC \$$
- Maximum Total Sub-Team budget = total direct costs \$ (including MTDC) + IDCs \$

CRDF Global allows for the application of an institute’s NICRA rate or the de minimis 10% the MTDCs of each sub-team’s expenses to be disseminated directly to the institution.

IDCs are used at the discretion of the PI’s institute. Some institutions put the money right back into the project by using it to purchase supplies. Other institutions use the funds to pay for electric and water bills. Some institutions use the support to purchase resources that will benefit everyone at the institution, for example subscriptions to scientific journals.

Please refer to the Guide to Budgeting and Allowable Costs document at: <http://www.crdfglobal.org/grants/information-applicants> for additional information

## **Cost Sharing**

- Identifying cash and in-kind contributions sponsored by other agencies or individuals is an excellent way to justify the broad appeal and importance of a project. Cost sharing is often mandatory for U.S. institutions, please refer to the program RFP for more information.

- CRDF Global looks favorably on projects in which other agencies or institutions commit additional financial support to a project.
  - Please refer to the program announcement and/or the Cost-Sharing and Participation of For-Profit Companies document on CRDF Global's website, <http://www.crdfglobal.org/grants/information-applicants> for specific information on the types of financial support that are included as "cost-sharing."

## **BUDGET NARRATIVE**

- A budget narrative is a written description and explanation of each funding category. An example of a comprehensive Budget Narrative is provided on page 13.
  - Although this section should be concise, it is an integral part of the application process. The budget narrative should provide a more comprehensive description of your budget request. The more information provided, the easier it is for reviewers to understand exactly how the grant funds will be used and why the breakdown of the funds you have suggested is critical to the success of the program.
- ***Appropriate questions/points to address within your budget narrative:***
  - Explain how costs were determined.
  - Explain what each person will contribute to the project.
  - Explain why equipment is needed and how it will be used.
  - Provide price quotations for major equipment – funds for any individual piece of equipment valued at \$1,000 or more MUST be justified in the budget narrative.
  - Provide justification for travel.
  - Provide justification for any sub-contractors, secondary collaborators, and the inclusion of Secondary Institutions.
  - Clearly explain all cost-share contributions.

## **HUMAN SUBJECTS**

- ***A human subject*** is defined as a living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual or identifiable private information.
- 
- CRDF Global requires applicants with human subjects research to provide additional documents. Such proposals must adhere to CRDF Global's policy and guidelines related to research involving human subjects.
  - Each proposal involving human subjects research must include:
    - Institutional Review Board (IRB) approval(s),
    - Informed Consent form(s),
    - Confirmation that the each institution has a Federal-wide Assurance (FWA) on file with the U.S. Office for Human Research Protections;
    - Completed CRDF Global Protocol Summary Form, which is available at <http://www.crdfglobal.org/grants-and-grantees/forms-templates>

- These materials indicate an approval or an exemption of the project from human subjects requirements and provide the funding agency with an understanding that all involved will not violate the rights of the individuals being studied/investigated.
- For additional information, please refer to CRDF Global's website:  
<http://www.crdfglobal.org/grants/information-awardees>

## **STATEMENT OF OTHER SUPPORT FORM**

- One way to evaluate a team's past success is through the statement of other support form. Please list all the grants you and other award participants currently have from other funding agencies and your and their participation levels in each of those research projects. An example of this completed form is provided on page 15.

## **PUTTING IT ALL TOGETHER**

- Double check all the following items:
  - Is each form filled out correctly and completely – including all the appropriate signatures?
  - Is the font size within the defined limits?
  - Are the margins correct?
  - Does each section of your proposal adhere to the appropriate guidelines on length? (e.g. is your project narrative 8 pages or less, including references and visual aids?)
  - Have you proofread the document?
- Have colleagues read and critique your proposal. Also, make sure to have an English-speaking colleague (preferably the U.S. PI) review your proposal. When the U.S. PI proofreads the document he/she will be able to:
  - Identify major and common grammatical mistakes;
  - Ensure that both teams are making their goals;
  - Guarantee that both teams are aware of their responsibilities.
- When combining all the elements of the final copy of your proposal, be sure to put it together in the requested order by checking the checklist in the program RFP.
- Again, remember to submit all proposal documentation prior to the deadline. **Late proposals are never accepted.**

## **GRANT WRITING REALITIES**

- CRDF Global receives hundreds of proposals each funding cycle. Of those proposals, about 20% are meritorious, meaning they are eligible to receive an award. However, CRDF Global, like most foundations, has limited funds and cannot support many exceptional proposals.
- CRDF Global usually has the funding to support about between **6 and 10%** of the proposals received.

### ***What should you do if you receive excellent reviews, but are not awarded a grant?***

- Improve your proposal. No proposal is perfect – EVERY proposal can be adjusted and enhanced.

- Look for other funding sources. Revise your proposal to meet the criteria and priorities of another funder and make some of the adjustments that the reviewers recommended.
- If you decide to reapply to CRDF Global, rewrite your proposal.
  - Account for the research that you or other researchers have completed in your field since you last applied.
  - Read the reviewer comments, carefully consider their suggestions and recommendations, and make appropriate changes to your proposal. ○ Also, do not assume that the requirements for each competition will remain the same each year. Print out the newest RFP and read it carefully.

**GOOD LUCK!**

## COVER SHEET

GENERAL PROJECT INFORMATION				
Project Title <i>(not to exceed 25 words)</i>	The Feasibility of a Light Weight, Single Engine Space Craft			
Amount Requested <i>(excludes cost-shares)</i>	Total	U.S. Sub-Team	Non-U.S. Sub-Team	
	\$51000	\$15000	\$36000	
Research Categorization <sup>3</sup>	Research Area	Sub-Research Area	Research Focus	
	Physical Sciences	Physics	Aerodynamics	
Research Involves use of Human/Animal subjects	None		Length of Project	12

NON-U.S. SUB-TEAM					
INSTITUTION INFORMATION					
Institute Name	Institute of Aerodynamics		Institution Type	University/Academic	
Building # and Street Name	ul. Leninskiye Gory, 1,				
	Moscow	119991	Russia		
PRINCIPAL INVESTIGATOR INFORMATION					
Last Name (surname)	Ivanov	First Name <i>(Given)</i>	Ivan	Middle (Second)	Ivanovich
Position/Title	Professor of Aerodynamics				
PI E-mail	aerodynamics@iff.rus		Alternative E-mail	Email 2	
Telephone #	+7 555 5555		Gender	Male	
Highest Degree	Ph.D		Physics		1950
Residency Status	Legal Citizen				
INSTITUTION LEADERSHIP REPRESENTATIVE INFORMATION					
Name	Lunin	Valeriy	Middle	Position/Title	Director of Aerodynamics
E-mail	valeriy@iff.rus		Telephone	+7 495 555-9999	
Total number of Russian sub-team members, including Russian PI, graduate students, secondary collaborators					7

<sup>3</sup> Please reference the CRDF Global Research Areas document found here:  
[http://www.crdfglobal.org/sites/default/files/crdf-global-research-areas\\_updated-june-2015.pdf](http://www.crdfglobal.org/sites/default/files/crdf-global-research-areas_updated-june-2015.pdf)

U.S. SUB-TEAM					
INSTITUTION INFORMATION					
Institute Name	International Aeronautical University			Institution Type	University/Acad
Mailing Address	200 Main St			Institution Congressional District <sup>4</sup>	10
	Austin	Texas	75603		
PRINCIPAL INVESTIGATOR INFORMATION					
Last Name (surname)	Smith	First Name (Given)	Mary	Middle (Middle/Patronymic)	Patricia
Position/Title	Asst. Professor		Telephone #	915-494-5555	
PI E-mail	msmith@iau.edu		Alternative E-mail	Email 2	
Highest Degree	Ph.D.		Physics	1967	
US Residency Status	Legal Citizen		Gender	Female	
INSTITUTION LEADERSHIP REPRESENTATIVE INFORMATION					
Name	Johnson	Paul	Middle	Title	Engineering Dean
E-mail	dean@iau.edu		Telephone #	915-555-5566	
Total number of U.S. sub-team members, including U.S. PI, graduate students, secondary collaborators					10

<sup>4</sup> If you do not know your congressional district, please click on this [link](#) and search for your representative using your Institution's zip code.

## KEY PARTICIPANT INFORMATION FORM

Complete ONE for each U.S. sub-team and Russian sub-team participant involved

*Please copy this page as necessary.*

TEAM MEMBER INFORMATION				Russian Sub-Team Participant	
Last Name (surname)	Vasilyev	First Name (Given)	Vasily	Middle (Patronymi)	Vasilyevich
Current Position	Assistant Professor		Classification on Project		Researcher/Engineer
Institute Name	Aeronautical Institute				
Complete Mailing Address	ul. Leninskiye Gory, 1	Moscow,	1199 91	Russia	
E-mail Address	Vasilyev2323@iff.rus		Telephone #		800-555-5555
Highest Degree/ Year Awarded	Ph.D.	Physics		1982	
Gender	Male				
<b>Description of project role</b> (responsibilities, expertise, level of effort on project):					
<p>Dr. Vasilyev is an expert in Jet Engine Design. He will contribute 15% of his time to this research project.</p> <p>His work will include the following discrete tasks:</p> <ol style="list-style-type: none"> <li>1. Enter Tasks</li> <li>2. Enter Tasks</li> <li>3. Enter Tasks</li> </ol>					

## BUDGET NARRATIVE FORM

(Complete one for EACH Primary Institution and Secondary Institution)

*Describe and justify the expenses included in each budget line item. If a category doesn't apply to your budget, please insert N/A for "not applicable" in the space provided.*

<b>Institution Name:</b>	International Aeronautical University	<b>Applicant type:</b>	<b>Primary Institution</b>
<b>Individual Financial Support (IFS)</b>			
Describe the level of effort projected for the PI and other team participants. Provide justification for pay rate and any fringe benefits included.			
<p>Professor ..., an Associate Professor of the ... Department at the ... university will serve as senior researcher on this project. He will devote 120 hours to this project, with the hourly rate of \$6.5. Total IFS amount requested for this position is \$780.</p>			
<b>Equipment, Supplies and Services (ESS)</b>			
Justify the purpose and cost rationale of each ESS line item included in the budget. General or non-descript line items such as "supplies" or "services" are not acceptable. Please itemize.			
<p>To accomplish the work needed to create protein structures, we will be purchasing supplies for molecular biology (restriction enzymes, agarose gel, ligation and mutation enzymes, bacterial growth media, etc.). It is estimated that these supplies will cost \$800. Estimates are based on prior experience.</p> <p>We request the amount of \$400 to publish the results of our study. The amount of \$400 per year will cover journal page costs and production of posters for research meetings.</p>			
<b>Travel</b>			
Explain the need for travel - how the travel will benefit the project's aims - and your calculations of travel costs for domestic and foreign travel. Break down by airfare, hotel, per diem, etc.			
<p>Foreign Travel – \$Amount Support is requested for Dr. PI and Dr. Co-PI to attend the American Society for Cell Biology Association conference to share results. This estimate is based on \$Amount airfare per person, \$Amount hotel per night per person for four nights, \$Amount visa fee per person, \$Amount health insurance per person, and per diem rates based on the U.S. Government allowances in effect at the time of travel.</p>			
<b>Indirect Costs (IDCs)</b>			
Justify indirect costs % of the total sub-team direct expenses requested. Indicate if a NICRA or other institutional IDC certification is applicable.			
Indirect cost rates are based on the applicable federally negotiated rates published at LINK			
<b>Cost Share</b>			
Describe the cost share that is being undertaken. Describe what items the cost-share will be applied to.			
<p>A 30% cost-share will be undertaken by the International Aeronautical University, totaling \$5,400. This cost share will be used to purchase the following items:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>			

## PROJECT MILESTONE PLAN (TEMPLATE/ SAMPLE)

Copy template to complete. *Text in red is an example.* Information should match the proposal Project Narrative and Project Budget

Reporting Period (Complete for each quarterly segment applicable top project duration.)			Responsible Team	
<b>First Quarterly Reporting Period</b>			<b>Mark all that apply</b>	
Milestone:	Description:	Associated Deliverable(s):	U.S. Sub-Team	Non-U.S. Sub-Team
<i>Travel to Russian Institution</i>	<i>Members of the U.S. team will visit their counterparts in Russia. The main objective is face-to-face interaction to discuss research plan, preliminary data that needs to be collected, experiments and publications</i>	<i>Trip Report Travel documents (copies of boarding passes, visa, other receipts) Photos</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Total Amount Requested for this Reporting Period:		\$15000	\$10000	\$5000
<b>Second Quarterly Reporting Period</b>			<b>Mark all that apply</b>	
Milestone:	Description:	Associated Deliverable(s)	U.S. Sub-Team	Non-U.S. Sub-Team
<i>Training for 20 participants</i>	<i>U.S. team will conduct analysis on data collected by the Russian team</i>	<i>Report</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Total Amount Requested for this Reporting Period:		\$15000	\$5000	\$10000
<b>Third Quarterly Reporting Period</b>			<b>Mark all that apply</b>	
Milestone:	Description:	Associated Deliverable(s)	U.S. Sub-Team	Non-U.S. Sub-Team
<i>Analysis of Experimental Data</i>	<i>The team will analyze the experimental data</i>	<i>Report</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Total Amount Requested for this Reporting Period:		\$15000	\$ USD	\$ 15000
<b>Fourth Quarterly Reporting Period</b>			<b>Mark all that apply</b>	
Milestone:	Description:	Associated Deliverable(s)	U.S. Sub-Team	Non-U.S. Sub-Team
<i>Completion of manuscript to be submitted for publication</i>	<i>The team will work to prepare a final manuscript to be submitted for publication in the peer-reviewed journal _____</i>	<i>Copy of the manuscript</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Total Amount Requested for this Reporting Period:		\$6000	\$ USD	\$ 6000

**PI OTHER SOURCES OF SUPPORT FORM**  
*(Complete for EACH sub-team PI this page as necessary.)*

<b>PI Name</b>		Ivanov, Ivan Ivanovich	
<b>If no other sources of support, check "None."</b> <b>Otherwise, complete table below for each source (duplicate as needed).</b>			<input type="checkbox"/> <b>"None"</b>
<b>Project/Proposal Title</b>	The Feasibility of a Single Engine Space Craft for Satellites	<b>Location of Research</b>	Moscow, Rusia
<b>Support</b>	<input checked="" type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
<b>Source of Support</b>	Eurasian Foundation for Space Research	<b>Level of Effort (%)</b>	25%
<b>Award Amount</b>	\$50000	<b>Period Covered</b>	2012-2016
<b>Project/Proposal Title</b>	Title	<b>Location of Research</b>	Region/Country
<b>Support</b>	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
<b>Source of Support</b>	Name	<b>Level of Effort (%)</b>	%
<b>Award Amount</b>	\$ USD	<b>Period Covered</b>	MM/YY – MM/YY
<b>Project/Proposal Title</b>	Title	<b>Location of Research</b>	Region/Country
<b>Support</b>	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
<b>Source of Support</b>	Name	<b>Level of Effort (%)</b>	%
<b>Award Amount</b>	\$ USD	<b>Period Covered</b>	MM/YY – MM/YY
<b>Project/Proposal Title</b>	Title	<b>Location of Research</b>	Region/Country
<b>Support</b>	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		

<b>Source of Support</b>	Name	<b>Level of Effort (%)</b>	%
<b>Award Amount</b>	\$ USD	<b>Period Covered</b>	MM/YY – MM/YY
<b>Project/Proposal Title</b>	Title	<b>Location of Research</b>	Region/Country
<b>Support</b>	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
<b>Source of Support</b>	Name	<b>Level of Effort (%)</b>	%
<b>Award Amount</b>	\$ USD	<b>Period Covered</b>	MM/YY – MM/YY

SAMPLE

**PREVIOUS CRDF GLOBAL AWARD FORM**

<b>CRDF Global Award Number:</b>	70891		
<b>Title of Previous Project:</b>	The Feasibility of a Light Weight Space Craft Technologies for Telescope Attachments to Satellites		
<b>Start Date</b>	14/2011	<b>End Date</b>	04/2013
<p>Please briefly describe the previous research project. Be sure to provide specific information regarding results and objectives. Were all objectives of the research plan achieved? If not, what prevented you from doing so? Please list scientific publications and conference reports that were published as a result of CRDF Global award.</p>			
<p>Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> <p>Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> <p>Publication and Presentations:</p> <ul style="list-style-type: none"> <li>-- Vasiliovic V.V. et al "Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum." Journal 2011</li> <li>-- Alexandrovic A. et al. "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore" Journal 2013</li> </ul>			
<p>How will the work accomplished during this project contribute to the proposed research? Please address specific project results (data, models, methods) that the proposed project will further develop and/or build upon.</p>			
<p>Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt</p>			