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## **Guidelines for applying for a Berkman grant**

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Proposals must be submitted online through this web site. Please complete the online application form, where you can also select and attach your proposal in electronic format. We accept Word, PDF, and plain text files.

If you need to include any supporting materials that you have in paper format only (conference programs, articles, etc.): Complete the online application first, and then mail a photocopy of the supporting materials only, with your name and the title of your project, to Anna Houck, H&SS Dean's Office, Baker Hall 154. Please do not re-send paper copies of your proposal or letters.

Your dean or department head must also submit a statement online. See below for more information.

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### **What has to be included in the proposal document?**

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When you apply online, you'll fill out the online form with your name, department information, etc. You'll also attach a Word, PDF, or text file of your complete proposal. This checklist describes all the parts that need to be included in that proposal document:

- A narrative description of your project, totaling no more than five pages.
- A detailed budget. Bear in mind that Berkman grants may be for any amount up to \$10,000. Some applicants who need additional funding may find multiple sources of funding; we encourage this. If your project budget amount is greater than \$10,000, be sure to indicate in your budget from where the additional funds will come.
- A list of all current internal and outside funding.
- Dates and amounts of any previous Berkman Faculty Development grants.
- For any previous Berkman grants, include that project's final project report, unless previously submitted.
- Your dean or department head's supporting statement (which must also be completed online).

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### **Narrative Description**

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The project's narrative description should not total more than five pages. Use this document to explain the project's intellectual, artistic, and/or professional goals, the form of its anticipated product, and its relationship to work that you have both done in the past and intend to do in the future. Describe how the proposed activities aid your professional development. Also include a statement indicating the external funding climate for work in your field, and describe any efforts you have made to find external support.

Remember to use layman's language and avoid acronyms, letter abbreviations, and terms that require specific knowledge pertinent to your field.

Here are some tips relating to common funding proposals:

#### ***Travel***

The Berkman Faculty Development Fund does not support routine professional travel or travel that is normally supported by departmental funds--including applications to merely attend conferences. Funds for conference travel are available only for uniquely relevant events and when the applicant is on the program. (Contact us if you have questions or need examples.) If you are requesting funds for a conference, it must be made clear that you are on the program.

**Computers and research equipment**

When requesting funds for new computers and research equipment, briefly describe your current computer facilities available and clearly relate the capabilities of the proposed computer or equipment to the problem being studied. Due diligence in determining whether this equipment exists elsewhere is helpful.

Requests for computer hardware should be confined to equipment that you have not been able to obtain through other funding venues such as departmental funds, start-up accounts or external sources of funding.

**Salaries**

Faculty salaries and graduate tuition stipends cannot be charged to Berkman grants. Research assistant support and student assistant hourly wages are permitted. Include both the pay rate and total number of hours in the budget.

**Detailed budget**

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Your proposal must include a detailed budget, including specific information about all items. If the budget includes travel, the budget should include information on where you are going (names of specific research institutes, libraries, and/or archives), how long you will stay, and per diem expenses. If the research involves interviews, include the names of the persons to be interviewed and where. If the research involves the use of library resources, provide a specific description of the resources to be used.

**Dates and amounts of previous Berkman Faculty Development Grants**

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If you have previously received a Berkman grant, provide the date(s), amount(s), and project title(s). You must also submit a copy of your previous grant's final project report, if you have not already done so.

**Final project report**

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At the completion of your project, Berkman Grant recipients must provide a report and documentation that describes your project's outcome. If you have received prior funding from the program and have not yet provided a final report, you can now complete the form online on our website (<http://www.hss.cmu.edu/berkman>). If you have not yet submitted prior reports, a new proposal will not be considered until the reports are submitted.

**Statement from your dean or department head**

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In this statement, the dean or department head comments on the merits of your proposal, the probability of outside funding possibilities, and the department's or college's financial support of travel, computer hardware, and other research equipment. Funds awarded are meant to supplement a department's research funds.

**If multiple investigators from different departments submit a proposal, a statement of support from each department head is required.**

**Previous examples**

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Colleagues who have received Berkman awards in the past can be a good source of advice and guidance on writing proposals. Our website, <http://www.hss.cmu.edu/berkman>, has a list of previous Berkman awardees, as well as a more descriptive testimonials section.