Submission Instructions

Applications must be submitted electronically as a single PDF document by 5:00 pm Eastern USA time on Tuesday, December 1, 2016 to support@tblcadmin.org

Cover page must include:

- Name of applicant(s) and affiliated TBLC school(s)
- Project title
- Contact information for project leader (mailing address, telephone, fax, e-mail)
- Institutional grant/development officer to whom payment will be made (name, title, address, phone, fax and e-mail).

Proposal must be typed with 12 point font, 1 inch margins, and should not exceed 5 single spaced typed pages including all text, tables, and figures. Include the following subheadings:

- Statement of the Problem/Background
- Review of Pertinent Literature
- Methods (e.g. Design, Setting, Sample, Instruments, Data Analysis, Ethics etc)
- Anticipated Outcomes (e.g., educational impact, learning outcomes)
- Plan for Dissemination of Project Outcomes (regionally, nationally, and/or internationally). This should include a statement of your intent to present your work at the annual TBLC meeting within 2 years of the award start date.
- Project Timeline (not to exceed 12 months). (Start date due by August 1, 2017)
- Budget, including itemized costs
- Budget justification

Additional information (not included in the 5 page limit):

- Biographical sketches of key personnel (required, max 2 pages each). Please include relevant education, training & experience, skills and/or list durable educational materials/publications that demonstrate knowledge/skill relevant to the proposed study; list any other education grant support.
- References/Literature Cited (required, max 1 page).
- Optional letters of support from any key participants or institutional support personnel, stating their commitment to the project.
If the proposed research will involve human subjects, a letter of approval from the host Institutional Review Board or Human Research Ethics Committee stating that the project is approved or that approval was not necessary will be required prior to funding of an approved proposal.

PROGRESS AND FINAL REPORTS

Commencement of the project should be **no later than August 1, 2017** and completion is expected within 12 months. The project director will be required to submit two progress reports. An interim report will be due 6 months after the project start date, indicating progress to date, obstacles and solutions, preliminary results, etc. A final report will be due within 60 days of project completion (12 month limit), including a final progress report of findings and dissemination activities, copies of materials developed, and final budget report.