Chen Institute Research Grant Proposal FY2025

Application Deadline: **February 12, 2025**

Proposal Check List

1) **Application Form, this is a downloadable, fillable PDF document.**
   Please provide the following information in the dedicated fields on the form:
   a) RFP applying for
   b) Lead PI name and Division
   c) Co-PI name(s) and Division(s), if applicable
   d) Proposal Title
   e) Project Summary, 3 - 4 sentences.
   f) Proposal questions, answer in 2 - 3 sentences.
      - How is it innovative and different from "business-as-usual" science in your lab?
      - How does it engage other members from the Caltech community?
      - What is a successful outcome, and what would it allow you to do that is currently not possible?
      - To your knowledge, is anything similar being done by colleagues at other universities? If so, by who and where and how does it differ from what you propose?

2) **Additional Documents: to be attached separately from the application form.**
   a) **What do you propose to do?** Description of your project, 500 words max, 12-point font. One page of figures with legends, 4 figures max (use 10 or 11-point font for figure legends, these are not counted in the 500 word limit) and list of references (no page limit).
   b) **Simple budget** (no page limit): Outline how you propose to use the funds, each with a short (1 - 2 sentence) justification.
      Budget may include:
      - personnel (graduate RA, postdoc, SURF or other undergraduate)
      - equipment, equipment usage (e.g. fMRI hourly fees)
      - reasonable consumable supplies
      - travel for dissemination of research findings
      - Budget may NOT include: faculty salary
   c) **Document listing other support** (no page limit): title of grant, amount of money, and brief one sentence description.
   d) **Signed Division Approval Form (DAF).** Please note that if you are submitting a proposal with collaboration between labs in different divisions then the DAF must be signed by all Division Chairs.

Submission
- Email your completed application form, project description, budget, list of support, and DAF as a single PDF file to: 2025_Re.6nqx1g0dtl97wpzf@u.box.com
- Name your attached PDF file as follows: Last Name_2025
- Your proposal will be uploaded to Box and you will receive a confirmation email from Box within a few hours of submission. If you do not receive a confirmation email after 24 hours, please contact us directly at Chen.Inst@caltech.edu

If you have any questions about the form or the submission process, please contact Chen.Inst@caltech.edu

Application Form

RFP applying for (select from drop down menu below)*

Lead Principal Investigator Name*

Lead Principal Investigator Primary Division (select from the drop down menu below)*

Lead Principal Investigator Secondary Division, if applicable (select from the drop down menu below)

Co-Investigator Name, if applicable.

Co-Investigator Primary Division (select from drop down menu below)

Co-Investigator Secondary Division, if applicable (select from the drop down menu below)

If your application has additional Co-Investigator(s), please list full name(s) and division(s) here.

Proposal Title *

Provide a summary of your research project. 3 - 4 sentences, using the space provided *

How is it innovative and different from "business-as-usual" science in your lab? Answer in 2 - 3 sentences using the space provided. *

How does it engage other members from the Caltech community? Answer in 2 - 3 sentences using the space provided. *

What is a successful outcome, and what would it allow you to do that is currently not possible? Answer in 2 - 3 sentences using the space provided. *

To your knowledge, is anything similar being done by colleagues at other universities? If so, by who and where and how does it differ from what you propose. Answer in 2 - 3 sentences using the space provided. *