

## **Research Funding Proposal Preparation Checklist**

Prior to submission, it is recommended that a review be conducted to ensure that proposals comply with the instructions, in the format specified. Small grant proposals should not exceed 10 pages in length.

Proposal Format (proposals should be in Time New Roman 12 point, single spaced. Figures should be incorporated into the text, where possible). Proprietary information should be clearly identified.

1. Proposal Components
2. Cover sheet – should contain the following (1 page):
  1. Title of Proposed Project
  2. 100-word abstract of the project
  3. Principal Investigators – names, affiliations, cv, and contact information.
3. Project Description, including references cited (6 page limitation)
4. Budget Justification, including any in-kind support provided (1 page)
5. Letter from partner first-responder organization verifying affiliation and support provided relevant to the proposal (where appropriate).
6. Statement verifying production of results and agreement to publish results.
7. Supplemental material – c.v for principal investigator(s) (not included in page count)

Submit Proposals by mail to:  
RaCERS Small Grant Program  
Dept. of Protection Management  
John Jay College of Criminal Justice (CUNY)  
445 West 59<sup>th</sup> St.  
New York, NY 10019