**<Title>**

Note: Before submitting, delete all blue instructions. The Proposal Narrative is maximum 5 pages including literature citations and double-spaced in 12 pt. Times font (or Times New Roman) with 1-inch margins. References and citations at the end of the narrative may be single spaced, but are included in the 5-page limit for the narrative. This template is optional. It follows the College of Fine Arts and Communication Rubric so that it is simple for the reviewer to grade your proposal.

# Introduction (10 points)

## Literature review/background information (5 points)

* Thoroughness of review, adequate citations, clearly communicates need and/or statement of the problem

## Thesis statement/goals of project (5 points)

* Are the goals/thesis clearly stated and supported by the literature review?

# Methodology (25 points)

## Research design, experimental protocols/creativity in methods, preparation, practice, rehearsal, logistics

* Clearly written, concise, and explains how the methodology will achieve the stated goals or research questions of the study, exhibition, or performance

## Data collection, networking, interviews, consultations

* Clearly describes data collection methods, and feasibility (if applicable)

## Data analysis, performance(s), exhibition(s), publication(s)

* Clearly explains how the data will be analyzed (if applicable), what expected publishing/exhibitions/performances to be expected as a result of the study

# Quality of Proposed Project (55 points)

## Creativity/Originality (10 points)

* Does the research or creative inquiry represent novel concepts, methods, etc?

## Importance to field (10 points)

* Does the writing clearly explain the impact of the research on the field?

## Qualifications of PI(s) (10 points)

* Does the writing explain the roles of the PI(s) and how they are qualified to execute this work?

## Presentation/organization of ideas (written in way that people outside the field will understand) (10 points)

* Is the application written in a way that people outside the field will understand; avoids jargon?

## Professionalism (well written, free of typos/errors, etc. (10 points)

* Is the application well written, free of typos/errors, proper formatting etc?

## Access to resources (5 points)

* *Does the application clearly define which resources will be needed and PI(s) ability to access those resources?*

# Budget (10 points)

## Detail (5 points)

* Is the described budget thoughtful and designed to achieve study aims?

## Justification (5 points)

* *Is the description adequate and appropriate to requested personnel, equipment, travel, or other needs?*

**References**

Reminder: Single-space references..

References are included in the 5-page limit for the narrative.

**VITA**

After writing the 5-page narrative including citations, add up to a **two-page maximum vita, single-spaced in 12 pt. Times font with one-inch margins,** for each applicant that summarizes the applicant’s research, and scholarly/creative activities.

The PI vita must indicate specific outcomes (publications, creative works, presentations, proposals, awards, etc.) from prior REP grants received (up to five years if applicable). An extra page for the vita is acceptable for this purpose. **The vita(s) must be added to the end of the narrative so that both comprise a single PDF.** For individual applications, the maximum number of pages in the narrative/vita is eight.  For collaborative projects, up to **two** additional vita pages per applicant are added to this total. For examples of successful REP proposals from faculty in the College of Fine Arts and Communication, click on this link and type in your netid and password: <https://llavero.its.txstate.edu/cas/login?service=http%3A%2F%2Fc3.finearts.txstate.edu%2Fcas_service>

More information about REP applications and grading rubric can be found here: <http://c3.finearts.txstate.edu/resource_guide/find_funding/internal-grants.html>