

American University of Beirut – University Research Board (URB)
Faculty Research Grants Program 2025-26 Cycle
Proposal Preparation Template

This document includes the list of sections that should be included in the research proposal, and the recommended length of each section. It is highly recommended that PIs follow the given guidelines as closely as possible.

Overall, **Sections 3 to 7 should not exceed a total of 10 pages** with the following formatting specifications: **Regular Arial font size 11, line spacing 1.15, and margins no less than 0.8 inches**, as in this template document.

1. **Cover page** including title, duration, and research team with affiliations and roles (PI, Co-PIs).
2. **Abstract** (up to 350 words): Briefly state the background, rationale, aims, and significance of the project.
3. **Motivation and background** (up to 2 pages): Describe the background to the proposal by critically evaluating the existing state-of-the-art and discuss the motivation for the research by highlighting the gaps in knowledge the project intends to fill.
4. **Specific aims and novel contributions** (up to 2 pages): Enumerate and describe concisely the specific research aims/goals of the project. State the importance and relevance of each proposed goal and highlight its novel, creative, and/or original aspects, as applicable.
5. **Methods of inquiry and analysis** (up to 3 pages): Describe the research methodology that will be used to investigate each specific aim, with critical discussion and in depth details. It is recommended to structure this section into multiple work packages where each work package covers the research activities related to one of the main research aims/goals.

If the research involves human subjects, the PI should include details on the following aspects which are important for IRB approval: participants' recruitment process and whether initial contact will be from use of contact details in the public domain; protection of anonymity – or privacy if personal private information is to be collected; maintenance of confidentiality – including where, when and by whom data will be analyzed, stored, and destroyed; added protections for vulnerable populations, pregnant women, children, people with cognitive incapacities, people with other disabilities, illiterate persons, refugees and displaced persons, students, employees, people engaged in illegal behaviors, etc.

6. **Preliminary studies and results**, as applicable (up to 2 pages): Report any preliminary pertinent studies or information that can help in appraising the experience and competence of the investigators in relation to the proposed work.
7. **Expected outcomes and impact** (up to 1 page): Include an *itemized list* of all expected deliverables in terms of publications, creative works, intellectual property, outreach, partnerships, policies, and external grant submissions, as applicable, with brief description of importance and impact including the potential for knowledge translation. Be as specific as possible and use indicators and targets, as applicable, since these will be used to evaluate the final outcomes from the project.
8. **Timeline**: Include a description of the role of the PI and co-PIs, as applicable, towards the accomplishment of the proposed specific aims, in addition to the allocation of research tasks to personnel who will be paid from the project.

Proposals requesting two years of funding should contain a schedule for the research activities and deliverables per year; moreover, they should include a strong justification for requesting a two-year grant instead of one year based on the project's specific aims and methods of inquiry.

9. **Budget:** Include an itemized budget in USD per year **with clear justification for each budget item in line with the budget categories** and restrictions listed in guidelines document. This should be detailed enough to allow judgment of appropriateness based on the description of the research design, methods, and expected outcomes.
10. **References:** Include the list of bibliographic references used in the proposal.