

American University of Beirut – University Research Board (URB)
Faculty Research Grants Program 2026-27 Cycle
Proposal Preparation Template

The following is a list of sections that should be included in the research proposal, and the recommended length of each section. Overall, it is recommended that Sections 3 to 7 do not exceed 10 pages, based on a template with specific formatting instructions.

1. Cover page including title, duration, and research team with affiliations (PI and Co-PIs). The titles and roles of each investigator should be clearly described in the cover page too.
2. Abstract (up to 350 words): Briefly state the background, aims, significance of the project, methods.
3. Background (up to 2 pages): Describe the background to the proposal critically evaluating the existing state-of-the-art and specifically discuss the gaps in knowledge the project intends to fill.
4. Specific aims: Enumerate and describe concisely the specific research aims of the project.
5. Significance: State the importance and relevance of each proposed goal and highlight its novel aspects, as applicable.
6. Methods (up to 3 pages): Describe the research methodology that will be used to investigate each specific aim, with in-depth details.
7. 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.
8. 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, knowledge translation, and external grant submissions, as applicable. Be as specific as possible as these will be used as indicators for evaluating the final outcomes from the project.
9. Challenges and mitigation plan (1 page): Identify potential risks or obstacles that may affect the project and outline practical measures to anticipate, monitor, and address them to ensure successful implementation.
10. Roles: 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.
11. Timeline: Proposals should contain a schedule for the research activities and deliverables using one month time units; 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.
12. Budget: Include an itemized budget in US dollars per year with *clear justification* for each budget item in line with the budget categories and restrictions listed in the budget section. This should be detailed enough to allow judgment of appropriateness
13. References: Include the list of bibliographic references used in the proposal.