

## Application Preparation and Format

Submit five copies of the application. A Cover Sheet must be attached to two of the copies of the proposal. **DO NOT** include your name on anything other than the Cover Sheet. In preparing materials, the applicant should adhere to the following guidelines. Incomplete applications will not be considered eligible for the grant.

The completed application should be in the following order:

- Cover Sheet
- Title and Abstract Page
- Descriptor Page
- Description of the Research
- References
- Budget Summary Form

## Proposal

The name(s) of the submitter(s) and institutional affiliation(s) should not be included anywhere except on the Cover Sheet. This will ensure the blind review of all proposals. The proposal should be typed in 12-point or larger type, double-spaced, and organized according to the following format:

1. **Cover Sheet- (LINK)** Complete all items on the Cover Sheet supplied in these guidelines including applicant signature. *Attach a Cover Sheet to only two of the proposals.*
2. **Title and Abstract-** The first page of the proposal should contain the title, exactly as it appears on the Cover Sheet and a succinct, 100–word abstract describing the purpose, method, and potential significance of the research.
3. **Descriptor Page (LINK)**
4. **Description of the Research-** The description of the proposed research should be as specific as possible but no more than 15 pages, double-spaced, and typewritten in 12-point or larger type. The description must include:
  - a. Research Question – Identify the research question or problem being studied.
  - b. Rationale – Provide a rationale for the study. Relate the research question to the relevant, supporting research literature or to some existing database. Discuss how previous research findings or assumptions suggest that your study is significant.
  - c. Methodology – Describe the subjects or informants that will be used to answer the identified research question. Where appropriate, describe the subjects, materials, and procedures. Consider the following:

d. Sample Methods-procedures and description

i. Data Collection

ii. Instrumentation

iii. Procedures – materials and timeline

iv. Data Analysis – framework and procedures

5. **References.** Please provide complete bibliographic information for all sources mentioned above. Use a reference consistent with English bibliographic format such as American Psychological Association (APA) style. To accommodate the blind review process, if the submitter's own publications are cited in such a way as to give away his/her identity, then the submitted should substitute the word "Author" in the citations (e.g., Author, 2003.).

**NOTE:** Please **DO NOT** include resume(s) of principal investigator and other project personnel or letters of cooperation. **DO NOT** include appendices. Any proposals that do not adhere strictly to the above guidelines will be eliminated from the competition. **Since this is an open submission process, applications are accepted at any time. Please mail all submissions to:**

Pennsylvania Middle School Association  
C/O Marybeth Irvin  
Mount Nittany Middle School  
656 Brandywine Drive  
State College, PA 16801