Research Proposal Submission Template

The FEMA Higher Education Program will fund competitive multidisciplinary applied research proposals that examine real-world complex problems and provide actionable recommendations to advance the discipline of Emergency Management.

The applicant, considered the Principal Investigator (PI), must demonstrate:

1. an academic appointment at an accredited college or university. If funded, the PI must demonstrate IRB approval for the research project.

2. a multidisciplinary research team. (This team must be able to support the research, and roles must be clearly outlined in advance).

3. timeline for completion within 1 year of award.

4. alignment with the 2022–2026 FEMA Strategic Plan.

All proposals will be peer-reviewed by academic researchers and the FEMA Higher Education Program. Peer reviewers will evaluate the quality of research design, contribution to the practice of Emergency Management, and editorial quality of the proposal.

Awards require current Entity or Get a Unique Entity ID with [SAM.GOV](SAM.GOV). Applicants are encouraged to gather their university's SAM.GOV entity ID at the time of application or obtain an individual entity ID upon application. (This process is free but can take several weeks.) **Applicants must be able to provide a current entity ID by September 2024 to receive an award.**

Formatting Requirements

The proposal narrative should be a maximum of 5 single-spaced pages and use ALL section headings and content described in the template below. Additional pages are allowed for ethics, funding, and final report statements. References or other supporting documents may be added as appendices.

Editorial quality will be heavily weighted in the review of proposals, and numerous grammatical errors or confusing text may result in disqualification.

FEMA

PROJECT TITLE:

PRINCIPAL INVESTIGATOR:

Name, title, academic or research institute affiliation

RESEARCH TEAM:

Name, title, affiliation of all team members

PERIOD OF PERFORMANCE:

September 2024 – Month, Year

INTRODUCTION AND BACKGROUND:

- Include a brief introduction that outlines the need for this proposal.

- Describe any related work or projects, or work that has potentially informed the rationale for pursuing the project.

- Include a concise and relevant literature review that captures the background information necessary to understand the importance of this project and its relevance to the practice of Emergency Management.

- Include sources and citations.

MERIT AND IMPACT:

- Succinctly describe the proposed project's potential to contribute to knowledge generation and best practices in Emergency Management.

- Clearly articulate the project's potential to enhance community resilience, where applicable, and specify which communities will directly and indirectly benefit (e.g., Emergency Management students, community members, stakeholder groups, etc.).

- Include sources and citations.

PROJECT DESCRIPTION:

- Provide clear and measurable project goals and objectives that demonstrate advancement of Emergency Management.

- Provide a clear project purpose (including research questions if applicable).

- Explicitly detail all components of the research design, encompassing data collection methods, sampling strategies, anticipated research participant numbers, plans for collaboration with local researchers or agencies, and data analysis procedures. Clarify whether the project entails utilizing existing data, collecting new data, or assessing pre-existing tools or resources.

- Include sources and citations.

DISSEMINATION AND DATA AVAILABILITY PLAN:

- Concisely outline the strategy for disseminating research findings to pertinent stakeholders such as local officials, community members, research participants, or key partners.

- Describe avenues for public access to the research data, whether through university websites, national organization portals, open-source publications, or other means. If data cannot be shared publicly, please explain succinctly the rationale for this.

- If applicable, indicate intentions for future journal publication, publication in conference proceedings, or presentations of research outcomes.

STUDY FEASIBILITY, TIMELINE, AND COST:

- Briefly delineate how the research goals and objectives can be attained within the specified time and budget constraints. (Note: Projects only have a maximum period of performance of 12 months).

- Clearly identify specific tasks per month along with associated costs, ensuring measurability and accountability. Include a breakdown of cost by task or product and ensure that you provide enough details to capture the need or rationale for the estimated cost.

- Summarize the total project cost, incorporating all identified expenses.

Month/Year	Description of Task or Product	Cost (if applicable)
	Total Cost*	

Total cost should equal the amount being requested.

PROJECT ALIGNMENT:

As appropriate, please describe project alignment to the following:

▪ 2022–2026 FEMA Strategic Plan

ETHICS STATEMENT:

Describe how the investigator(s) will ensure the ethical conduct of research for the benefit of science and the communities where they work.

FUNDING STATEMENT:

Please indicate that you have read and understand the funding information provided in this announcement.

▪ Funding for awarded projects will be provided through firm-fixed price contracts.

▪ Invoicing and payment will be processed upon acceptance of the final report. Please note that expenses incurred during fieldwork cannot be invoiced until after final project report acceptance.

▪ The Principal Investigator must be affiliated with an academic institution based in a U.S. state or territory, or a U.S. tribal nation. Other project co-leads, assistants, or local collaborators are not required to have university affiliations or be located within the United States. However, they cannot serve as the project lead and primary award recipient.

▪ Awards require current Entity or Get a Unique Entity ID with SAM.GOV. Applicants are encouraged to gather their university's SAM.GOV entity ID at the time of application or obtain an individual entity ID upon application. (This process is free but can take several weeks.) Applicants must be able to provide a current entity ID by September 2024 to receive an award.

FINAL REPORT STATEMENT:

Please indicate that you understand the final deliverable for this research award is a formal research report that meets the criteria described below.

- At least a 20–page, double-spaced report formatted to APA guidelines.

- Report will contain an abstract, introduction, literature review, research questions, research design, results or findings, discussion, and conclusion, all supported by data and evidence.

- Report will undergo peer review and FEMA Higher Education Program prior to acceptance to ensure sound research and writing practices are demonstrated.

- A template for the report will be provided upon award.

- Monthly progress reports and quarterly progress calls are required.