

Proposal Submission Instructions

Please address questions to Grants@agu.org

To ensure a fair and efficient selection process, please observe formatting and page limits for your proposal and please limit your submitted materials to the stated proposal elements.

Proposals will be submitted online via AGU's Online Grant System beginning 31 January 2017. Deadline for all application materials is 11:59PM Eastern Time on 15 April 2017.

Proposal Elements:

Executive Summary of Proposed Work: The Executive Summary should be no more than two single-spaced typed pages and should include (a) dissertation title, (b) statement of the problem, (c) research objectives, (d) proposed methods, and (e) progress to dates. Cited references are to be included on additional pages.

Statement of Purpose: The statement is limited to one page and should be used to explain to the selection committee why receipt of this grant is important to your dissertation, how it may allow you to carry out work beyond that originally planned, and how you propose to budget its use. Include any additional information you wish to include to support your application should be on the Statement of Purpose.

Detailed Budget: Provide a detailed listing of each budget item and its estimated cost. Acceptable budget items might include, but are not limited to: living costs while doing field work; research costs such as laboratory supplies, computer time, or field instrumentation; travel costs to field sites and/or one technical symposium; book purchases related to the research project. Travel costs must be broken down into transportation, hotel/per diem and registration (if a conference/workshop.)

CV and Transcripts: Provide a copy of your current CV and graduate school transcripts.

Letters of Recommendation: Your main faculty research supervisor and another member of your thesis committee must each submit a letter of recommendation by email in support of your proposal. **Letters must be received by the application deadline, 15 April, via the AGU Online Grants System. When you submit your application, links will be generated and sent to your recommenders.** It is your responsibility to arrange for supporting letters and to communicate the following instructions to your referees:

- Letters must be typed on official letterhead and signed by the referee and saved in pdf format using the following format for the filename: **Applicant Last Name_Referee Last Name.**
- Letters of recommendation will be submitted in OpenWater – the AGU Online Grants System. Recommenders will receive the link to upload in their notification email.

Proposal Format (adapted from the NSF Grant Proposal Guide)

It is strongly recommended that applicants review their proposals to ensure that they adhere to the following guidelines:

1. Proposal Page Limits: The Executive summary is limited to two pages (with cited references included on additional pages as necessary). The Statement of Purpose is limited to a single page.
2. Proposal Margin and Spacing Requirements: The proposal must be clear, readily legible, and conform to the following four requirements:
 - a. The height of the letters must not be smaller than 10 point
 - b. Type density, including characters and spaces, must be no more than 15 characters per 2.5 cm. For proportional spacing, a representative section of text must not exceed 15

characters per 2.5 cm;

- c. No more than 6 lines of type within a vertical space of 2.5 cm with all margins at least 2.5 cm.

The guidelines specified above establish the **minimum** type size requirements; however, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the proposal. **Small type size makes it difficult for reviewers to read the proposal; consequently, the use of small type not in compliance with the above guidelines may be grounds for the committee to eliminate the proposal without review.** Adherence to type size and line spacing requirements also is necessary to ensure that no proposer will have an unfair advantage, by using smaller type or line spacing to provide more text in the proposal.