**Mitigation Matters Research Award Program**

**Proposal Narrative and Appendices**

**Template**

This template is intended for applicants preparing proposals for the [Mitigation Matters Research Award Program](https://hazards.colorado.edu/research/mitigation-matters). The template describes the requirements for the proposal narrative and appendices sections of the proposal only. Additional proposal requirements for the call are described [here](https://hazards.colorado.edu/research/mitigation-matters-award-guidelines).

Applicants must submit their full project proposal through the online submission form by no later than **5:00 p.m. MDT on Friday, March 14, 2025.** Proposals received after the due date will not be reviewed.

# Formatting Requirements

The proposal narrative should be **a maximum of 5 single-spaced pages** and **use all section headings** in the template. Additional pages are allowed for the appendices, which include the references, timeline, data management plan, budget, and other supporting documents. Prior to submitting your proposal, please review the [Checklist](#Checklist) at the end of the template to make sure that you have included all required information.

# Using the Template

Start by saving a copy of this Word document to your computer and renaming the file. The [Proposal Narrative](#Narrative) template consists of pre-formatted headings for each section that you are **required** to address in your proposal. Prompts are provided to guide your writing. You are welcome to add subheadings as necessary.

Please read the instructions in the [Appendices](#Appendices) template to identify which appendices are required for your team.

Upon finalizing your draft, **combine and save the proposal narrative and all required appendices as a single PDF, no larger than 4MB.** Only one pdf can be uploaded to the online proposal submission portal. Please delete this page of instructions and the checklist at the end of the template prior to saving your final document.

# Assistance

We are here to support you and your team in developing and submitting your proposal. Please send any questions by email to [haz.research.awards@colorado.edu](mailto:haz.research.awards@colorado.edu).

**Title (12 Words or Less in** [**Title Case**](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case)**)**

# Introduction

Use this section to briefly introduce your research topic and setting, explain your study’s aims, and highlight its importance to the field of hazard mitigation.

# Literature Review

Briefly summarize previous research literature on your study’s topic. This section should state the gaps in knowledge that this study will fill and be tightly linked to your research questions.

# Research Question(s)

Identify your study’s research questions in this section. Research questions should be clear, concise, specific, and answerable.

# Research Design

This section should clearly describe all research design elements, including, but not limited to, the following:

* Research site(s) and how you will gain access
* Plans for partnering with local researchers, agencies, or community organizations
* Data collection methods (e.g., surveys, interviews, focus groups, document review, participant observation, etc.)
  + This subsection should fully explain the data collection plan, including, as applicable, the sampling strategy and the expected number of research participants.
  + Applicants should also clearly identify whether the project involves the use of existing data, collection of new data, or the evaluation of existing tools or other resources.
  + If you are using multiple methods, please fully describe each method.
* Data analysis procedures

You are welcome to use subheadings to organize the Research Design section.

# Ethics Statement

This statement should describe how the investigator(s) will ensure the ethical conduct of research for the benefit of science and the communities where they work. All applicants are encouraged to complete the [**Broader Ethical Considerations for Hazards and Disaster Researchers Training Modules**](https://converge.colorado.edu/resources/training-modules/) in preparation for writing this statement.

# Key Implications for Mitigation Research and Practice

Use this section to describe your study’s Intellectual Merit and Broader Impacts. First, explain the potential of the proposed study to advance mitigation research and knowledge of one or more of the [**topic areas**](https://hazards.colorado.edu/research/mitigation-matters-award-guidelines#topicareas) described in the call for proposals. Next, describe how your study will contribute to the achievement of specific, desirable outcomes that could improve mitigation practice or policy.

# Dissemination Plan

Discuss how you will share the study’s data and results with FEMA officials, community or research partners, and/or community members.

**Appendices**

# References

*Required for all proposals.* The list of references should be complete and consistently formatted in[**APA 7th edition style**](https://apastyle.apa.org/style-grammar-guidelines/references/examples). There is no page limit for the reference list.

# Study Timeline

*Required for all proposals.* This section should outline the anticipated dates for completing all research activities, including IRB approval, data collection, data analysis, and report writing. Project scope should be limited to what is achievable by the report’s due date of **November 7, 2025**.

# Data Management Plan

*Required for all proposals.* Include a brief plan for [**managing data**](https://converge.colorado.edu/data/data-management/) and, as applicable, for [**publishing instruments or data**](https://converge.colorado.edu/data/publish-your-data/) on [**DesignSafe**](https://www.designsafe-ci.org/) prior to submitting the final report.

# Budget and Budget Justification

*Required for all proposals.* The budget and budget justification should be no longer than **500 words** in length and provide a breakdown of anticipated expenditures within the predetermined budget **$5,000 to $10,000**.

* Proposals over $10,000 will be returned without review.
* Funding should be used for expenses associated with the proposed project. Funds may be dedicated to fieldwork expenses, the purchase of research equipment or datasets; payments to data collectors, methodologists, statisticians, translators, other collaborators, or team members; participant compensation; and/or dissemination activities including for conference travel, registration expenses, or article publication fees. In terms of budget needs for field equipment, please consider exploring options available through [**NSF-supported RAPID facility**](https://rapid.designsafe-ci.org/) before making requests.
* Please carefully read the [**Funding Agreement**](https://hazards.colorado.edu/research/mitigation-matters-award-guidelines#funding), as it provides details for how many investigators can be included in the budget, the tax ramifications associated with receiving award money, and how and when the award funds will be issued.

# Supporting Documents for Students

*Required only for those proposals whose lead investigators are students.* Master’s and PhD students are welcome to apply. If a student is listed as the lead investigator they will need to submit:

* A one-page statement explaining qualifications and ability to implement the proposed methods, a plan for managing a project team (if applicable), and a timeline for completing the proposed work during their degree program.
* A brief one-paragraph statement of support from an academic advisor, indicating that they approve of the project and support the students’ application for funding.

# Human Subjects Approval Letter

*Optional at proposal stage but required for all accepted proposals involving human subjects research.*Applicants are required to submit an official letter from their institution’s human subjects committee stating that their research protocol has been approved or the need for approval has been waived. The Natural Hazards Center will not distribute award funds before this official letter is submitted. Applicants may submit the proposal before obtaining approval from their human subjects committee, but we strongly encourage them to seek **human subjects approval as early as possible** given the short six-month timeline for completing data collection, analysis, and submitting the final report. Please see this article for additional guidance on receiving [**Institutional Review Board pre-approval for disaster research**](https://onlinelibrary.wiley.com/doi/full/10.1111/risa.13740). Data collection may not begin until a letter of approval or waiver from a university or other organization is submitted to the Natural Hazards Center.

**Proposal Narrative and Appendices**

**Requirements Checklist**

Prior to submitting your proposal, please review the checklist below to make sure the proposal narrative and appendices include all required information and adhere to formatting requirements.

* **Proposal Narrative**—Does your proposal narrative include all the required sections listed below?
  + Introduction
  + Literature Review
  + Research Questions
  + Research Design
  + Ethics Statement
  + Key Implications for Mitigation Research and Practice
  + Dissemination Plan
* **Proposal Narrative Formatting and Length** 
  + Is the proposal narrative a maximum of 5 pages?
  + Is the narrative single-spaced?
  + Are the narrative and references in [**APA 7th edition style**](https://apastyle.apa.org/)?
* **Proposal Appendices**—Does your proposal include all the required appendices listed below? (Note: There is no page limit for the appendices.)
  + References *(Required)*
  + Study Timeline *(Required)*
  + Data Management Plan *(Required)*
  + Budget and Budget Justification *(Required)*
  + Supporting Document for Students *(Required only if lead investigator is student)*
  + Human Subjects Approval Letter (*Optional at the proposal stage but required for all accepted proposals involving human subjects research)*
* **Final PDF Document** 
  + Are the proposal narrative and all appendices combined and saved as a single PDF document, no larger than 4MB?

*Please delete this checklist prior to saving your final document.*