

Proposal Submission Form

Submission Deadline: May 31, 2017 (12pm Chicago time)

To be read in conjunction with Award Brief – [Download Here](#)

For your proposal to be considered please complete this form and submit with an additional maximum **one page curriculum vitae** and prior research track record for each participant of the team, including commentary on institution represented (up to a maximum of 3 team members).

Submit as completed PDF to research@ctbuh.org

→ **Please make sure your completed proposal file and all attachments do not exceed 5MB** ←

Key Dates:

- | | |
|--|-----------------------------------|
| ▶ Announcement Formally Launched | March 20, 2017 |
| ▶ Submission Deadline | May 31, 2017 (12 pm Chicago Time) |
| ▶ Decision Communicated to Winning Team | July 25, 2017 |
| ▶ Winning Proposal Recognized at the CTBUH 2016 Conference | October 30, 2017 |
| ▶ Research project undertaken | Nov. 2017 – April 2018 (approx.) |

Section 1 – Project Overview

IMPORTANT: Please note that ALL text exceeding the limits provided in each category will be truncated and not sent to peer review.

Title

(not to exceed 100 characters)

Abstract

Provide a brief summary of the proposed research and anticipated outcomes (Not to exceed 200 words).

Section 2 – Project Team

Principal Investigator Contact Details – *also the Team Leader*

1. *Title: Dr. Mr. Mrs. Ms. Prof.

*Surname: _____ *First Name: _____

*Institutional Affiliation: _____ Position in Organization: _____

Field of Expertise: _____ Organization Website (URL): _____

*Address: _____

*City: _____ *State/Country: _____ *Zip/Postal Code: _____ *Country: _____

*Office Phone: _____ Mobile Phone: _____ Fax: _____

*Email: _____

Additional Team Members

2. *Title: Dr. Mr. Mrs. Ms. Prof.

*Surname: _____ *First Name: _____

*Email: _____ Organization: _____

3. *Title: Dr. Mr. Mrs. Ms. Prof.

*Surname: _____ *First Name: _____

*Email: _____ Organization: _____

Section 3 - Qualifications

Attach:

A one page curriculum vitae for each participant of the team, including prior research track record and commentary on institution represented. There is a limit of one page per project participant. (up to a maximum of 3 team members)

Section 4 – Research Proposal Details

Note: Any relevant references should be included within the summaries in each section.

1. Research Objectives:

Please give as a bullet point list. (Not to exceed 250 words)

2. Background to Research / Preliminary Studies / Prior Research:

Set the research in context; inform what, if any, prior research informed the proposal. How does the proposal build on that research? (Not to exceed 450 words)

3. Research Methodology:

Briefly describe the methodology or steps you will utilize to complete the proposal. (Not to exceed 400 words)

4. Anticipated Outcomes:

Please give as a bullet point list. (Not to exceed 400 words)

5. Program of Work / Project Timeline:

Including dates of specific deliverables. (Not to exceed 400 words)

6. Impact, Novelty, and Relevance to Beneficiaries:

What makes the proposal unique and/or a timely area of research? What are the short term and long term benefits that should result from the proposal? (not to exceed 400 words)

7. Budget Justification:

NOTE - Institute overhead and dissemination costs are not permitted. (Not to exceed 300 words)