

Application for SEDL Project Development Award

Applicant Name(s):

Title or One-Sentence Summary of Proposed Project:

Total Budget Requested:

Total Number of SEDL-Supported Days Requested:

Total Number of Days Contributed by Applicant:

Proposed Start Date:

Proposed End Date:

Please attach a three- to four-page memo addressing the following questions:

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| 1. Project Description | Describe the specific project the applicant proposes to develop, including its content focus (e.g., school improvement, employment for young adults with autism), general approach (e.g., research, development, training), and intended audiences. Attach a logic model for the project. Indicate whether the project is adapted from or modeled after a similar project and, if so, describe how this project differs from the existing or previous project. |
| 2. Developers | Identify any co-developers (not supported via this award) who will be involved and indicate major roles, responsibilities, and qualifications for the applicant and any additional individuals who will be involved. Attach vitae for all developers, including the applicant(s). |
| 3. Purpose, Need and Feasibility: | Describe why the project is needed in the field, and provide supporting documentation describing the gap in current knowledge, products, or services, that the project will fill. Identify potential competitors for this or similar project work. Explain why it is feasible for SEDL to obtain funding for and carry out the proposed project with high quality, and how the project will benefit SEDL. |
| 4. Knowledge Base: | What information/data sources will be used in developing the project? How will the project incorporate the best available evidence in the field, and how will the project address limitations in the evidence base? |
| 5. Activities: | Describe the activities that will be needed to conceptualize the project and to develop a plan that could form the basis for a proposal. |
| 6. Schedule: | What is the proposed schedule for completing the activities? How will this work impact each applicant's current assignments and scope of work? |
| 7. Budget: | What is the proposed budget? Budget should include fully loaded labor rates as well as other costs, such as peer reviewer fee, duplication, postage, or materials acquisition; a separate budget should detail any costs (excluding the staff member's contributed time) that will be covered by non-SEDL sources (e.g., the applicant, another organization). Budgets must be completed in consultation with Administrative Services (AS), and the CFO must sign the application indicating approval of the draft budget. |
| 8. Mentor(s): | Suggest one or more senior SEDL staff members who could provide mentoring support, e.g., help in conceptualizing major ideas or approaches, identifying knowledge sources, critiquing draft plans, etc. Or, alternatively, provide an explanation as to why no such mentoring assistance will be needed for the project. |

If awarded a project development award, each applicant agrees to the following terms and conditions:

Rights to all intellectual property incorporated into or developed from this work will be established in accordance with SEDL policy.

The recipient warrants that the work to be accomplished under the award is not within the defined scope of work for any ongoing contract or grant.

All project plans will be subject to technical review by a peer reviewer selected in collaboration with the recipient's manager and included in the budget.

The recipient warrants that all necessary copyright and/or other intellectual property rights permissions and/or waivers have been or will be obtained for any and all source materials used.

Where appropriate, the recipient has requested and received client permission to incorporate ideas, approaches, and/or data related to an ongoing project.

The recipient understands that support will terminate on the end date of the award. The award and all deliverables from the work will become part of the employee's planning agreement and performance appraisal.

From time to time, the recipient may be asked to share the progress or results of the award with groups of employees, prospective staff, or clients.

Applicant 1 Signature _____ **Date** _____

Supervisor Approval _____ **Date** _____

Senior Manager Approval _____ **Date** _____

Applicant 2 Signature _____ **Date** _____

Supervisor Approval _____ **Date** _____

Senior Manager Approval _____ **Date** _____

CFO Approval of Draft Budget _____ **Date** _____