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**Rural Reimagined Faculty Grant Program**

**Application Package**

**Fall 2025**

**Application Information & Instructions**

Welcome to the Rural Reimagined Faculty Grant Program application. This package contains all the necessary components for your proposal. Please follow the steps below to ensure your submission is complete and correctly formatted.

**How to Complete Your Application**

**Step 1: Complete the Proposal & Budget Information.** Begin on the next page by filling out all fields in the "Application Information" and "Budget Summary" sections. These sections provide the review committee with a high-level overview of your project and do not count toward your final page limit.

**Step 2: Write Your Proposal Narrative.** Your narrative is the core of your application. It must adhere to the following requirements:

* **Formatting:** Double-spaced, one-inch margins, and a clear, 12-point font.
* **Headings:** You must use all of the required headings as listed in the "Proposal Narrative" section.
* **Page Limit:** The Proposal Narrative must not exceed the page limit corresponding to your chosen funding tier. The Application and Budget sections do not count against the page limit. *Applications with narratives that exceed the specified page limits outlined below will not be reviewed.*

**Level 1 - up to $2,499**

Funding Level 1 requires a two-page maximum narrative.

**Level 2 - $2,500-$9,999**

Funding Level 2 requires a four-page maximum narrative.

**Level 3 - $10,000-$20,000**

Funding Level 3 requires a six-page maximum narrative.

**Step 3: Submit Your Completed Application** Once your entire application package is complete, submit it via the DocuSign link provided at the bottom of the final page.

**The deadline for all submissions is Friday, September 26, 2025, at 4:30 p.m. Late submissions will not be reviewed.**

For questions or more information, contact Stefanie Byrd- TCRI Assistant Director for Rural Resilience, at [sbyrd@tntech.edu](mailto:sbyrd@tntech.edu).

**Application Information**

**Proposal Title**

*Please enter the full title of your project.*

**Principal Investigator (PI):**

*Name, Title, Department, College*

**Is this a collaborative proposal?**

|  |
| --- |
| Yes, this is a collaborative proposal. |
| No, this is NOT a collaborative proposal. |

If yes, provide CO-PI name(s), their college, and department below:

Example: Dr. Jane Doe, Accounting, College of Business

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**Keywords**

Enter a minimum of one (maximum of five) relevant keywords, separated by commas, that describe this project.

Example: public school, learning, language, underserved, Latino

(Do not include rural-related words, as rural relevance is already assumed for all applicants).

**Abstract**

Provide a 100-word **maximum** abstract.

**Budget Summary**

Please provide the requested amount for each expense category in the fields below. Use the space beneath each category line to justify and itemize the expenses for that category as needed.

**Bookkeeper Name**

Please specify a departmental or center bookkeeper for this project.

Last, First

**61231 Release Time**

$ (round to nearest whole dollar)

Provide a brief justification.

**62000 Employee Benefits**

$ (round to nearest whole dollar)

Provide a brief justification.

**61410 Student Salaries**

$ (round to nearest whole dollar)

Provide a brief justification.

**73000 Travel (in-state only, must supplement the overall success of the project)**

$ (round to nearest whole dollar)

Provide a brief justification.

**74000 Supplies and Operating Expenses**

$ (round to nearest whole dollar)

Provide a brief justification.

**Project Total**

$ (round to nearest whole dollar)

**Proposal Narrative**

The narrative must be double-spaced with one-inch margins at the top, bottom, and on each side. The type must be clear, readily legible, and of 12-point size, double-spaced. Spacing should be between 10.0 and 14.0 characters per inch, including spaces and punctuation marks. The narrative must stay within the page limit specified for your proposal’s tier and include all required section headings listed below:

**Description of Project *(Rubric Weight: 15 points)***: Provide a description of your proposed project. Include a clear statement of the problem, question, or activity you wish to investigate; a justification of the research considering deficiencies in the existing knowledge base; other evidence of the need for the research; and references to the literature cited. In-text citations are preferred. A bibliography/reference page is not necessary.

**Significance/Merit/Impact to Rural *(Rubric Weight: 40 points)***: Discuss the contribution to knowledge that you expect your project to make in its respective field, the potential impact your project will have on rural Tennessee, and the ways in which your project will further extend the mission and vision of Rural Reimagined. Additionally, explain how your project plans to involve TN Tech students.

**Plan of Action *(Rubric Weight: 25 points)***: Describe step-by-step each stage of your plan including the gathering of data by sampling or whatever means, the preparation of the data for analysis, the method of analysis, and method of evaluation. Discuss steps being taken to protect the rights of human subjects and/or, if such are involved, and the preservation of the confidentiality of information relating to the former. This section must include a time schedule for the completion of the various steps of the research. Additionally, explain how your project plans to involve TN Tech students.

**Personnel Qualifications *(Rubric Weight: 10 points)***: Describe the experience and knowledge you and your team possess regarding the project area.

**Dissemination of Results *(Rubric Weight: 10 points)***: Describe your plans for facilitating the utilization of the results of the project by interested and appropriate audiences. What are the possibilities for publication or other dissemination? If the research results in an article, list the periodicals that may be interested in publishing it. What are the possibilities of preparing a proposal for external support? List prospective agencies to which your proposal will be submitted.

**Submission Information**: Once the budget summary and proposal narrative are completed, [submit the document via DocuSign here](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e26aae35-37c1-448d-9d0e-efde064f4635&env=na3&acct=0e2c3469-da51-42d4-93a5-7ba3e64cb2bb&v=2) by **Friday, September 26, 2025 at 4:30 p.m.**. Late submissions will not be reviewed.

For questions or more information, contact Stefanie Byrd- TCRI Assistant Director for Rural Resilience, at [sbyrd@tntech.edu](mailto:sbyrd@tntech.edu).