



219 N. Broad Street 10FL - Philadelphia, PA 19107
Telephone: (215) 735-7999 Fax: (215) 762-5572
Email: office@voicefoundation.org

Application Form for Institutional Grants: Educational and Research Projects

[Revised - October 2014]

PLEASE TYPE ALL INFORMATION

_____ Educational Proposal	<i>Office Use Only</i>
_____ Research Proposal	Date Received: _____ Project Number: _____ Disposition: _____

Title of Project:

Total Grant Amount Requested: \$ _____ Total Project Budget: \$ _____

Project Dates: Beginning _____ Ending _____

Project Director:

Title & Department:

Institution:

Mailing Address:

Telephone: _____ Fax: _____

Type of Institution: (Enclose all pertinent IRS determination letters if non-profit)

Public Charity _____

Private Operating Foundation _____

Educational Institution _____

Other (specify) _____

Performance Site/s:

Will this research involve human subjects?

YES _____ NO _____

(If YES, enclose authorized approval)



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If other than the Project Director, who is the
Authorized Official signing for the Institution?

If applicable, who in the Institution's Business
Office should be notified if an award is made?

Name:

Name:

Title:

Title:

Institution:

Institution:

Mailing Address:

Mailing Address:

Telephone:

Telephone:

Manner in which the Foundation's grant award check should be made payable:

Certificate and Acceptance

We, the undersigned, certify that we are authorized to enter into the following grant application procedure, and certify that the statements herein are true to the best of our knowledge. We accept, as to any grant awarded, the obligation to comply with The Voice Foundation's policies and procedures (attached and dated August 1992) which are in effect at the time of the award.

Project Director (signature) :

Date:

(Please Type Full Name)

Authorized Official of Institution (signature):

Date:

(Please Type Full Name)

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PLEASE TYPE ALL INFORMATION

Names, Official Titles, Departments and Social Security Numbers of all Professional Personnel who will be engaged on the project. List in order of seniority, beginning with the Project Director. Enclose *brief* biographies of each person listed. (Use additional sheets if necessary.)

ABSTRACT (Attach full proposal to these cover forms.)

BUDGET

Form for Institutional Grants: Educational and Research Projects
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PLEASE **TYPE** ALL INFORMATION

Project Title:	_____ Educational Project
Project Duration: Beginning	_____ Research Project
Ending	
Institution:	Project Number _____
Project Director:	(Assigned by V.F. office)

Personnel: Name	Title or Position	Time %/Hrs	Amount Requested		
			Salary	Benefits	Total \$
	Pro. Dir.				

Consultant Costs	\$
Equipment	\$
Supplies	\$
Patient Costs	\$
Alterations and Renovations	\$
Printing Costs	\$
Public Information Costs	\$
Other Expenses (itemize, use separate sheet if necessary)	\$
Total Direct Project Costs	\$ _____

PLAN FOR RESEARCH

[Revised - October 2014]

Your **Research Plan** should not exceed six (6) typewritten pages. It should include the following:

- 1] **Statement of Problem** (please be brief)
- 2] **Background Materials** - This section should include a review of only the most significant work/research relating to the project. Include both relevant work you have carried out, and that by others. A reference list should be included as documentation.
- 3] **Objectives** - A statement of the long-term goals of the project should be included, as should the specific goals.
- 4] **Method** - The procedures used in the conduct of the research should be reviewed briefly. Moreover, a sample investigation should be described in detail (subjects, data base, apparatus, specific procedures, analysis techniques, etc.).
- 5] **Significance** - A short review of the contributions expected from the research should be included.
- 6] **Facilities** - Where appropriate, the available facilities should be described, especially if unusual techniques and resources are to be utilized.

NOTE about the BUDGET cover page: You may use your own detailed budget page should our format not readily coincide with yours. Be as specific as possible, listing all of the topics specified on our budget sheet.

COMMENTS: Voice Foundation institutional research and educational grants are generally modest in size. Maximum levels of support rarely exceed \$15,000, and the majority of grants are under \$10,000. Upon receipt, proposals are promptly sent to the Chairman of the Scientific Advisory Board, who in turn selects an anonymous peer review panel. Each reviewer independently assigns a numerical grade to the proposal. Pending the schedules of the reviewers, the Foundation hopes to have completed, graded reviews within six weeks. The Project Director of a proposal which fails to gain the support of the review panel, as based upon a numerical grade average, will be promptly notified. A proposal which receives the necessary grade point is generally recommended to the Foundation's Board of Directors for funding. The Board of Directors has final authority to vote to fund a proposal. This Board meets four times annually. The Project Director will be notified promptly pending the decision of the Board of Directors.

If you have any questions, feel free to contact The Voice Foundation staff for assistance.