Enter Title Here in Title Case

Principal Investigator (PI): Name

PI’s institutional affiliation

PI’s mailing address

PI’s email address

PI’s phone number

Co-PI: Name, affiliation, email address

Co-PI: Name, affiliation, email address

Co-PI: Name, affiliation, email address

Institutional Contract Representative: Name (responsible for negotiating/signing contract)

Representative’s mailing address

Representative’s email address

Representative’s phone number

Date of submission: MM/DD/YYYY

## Research Topic:

Please paste research topic number and description here.

Abstract

Enter Title Here in Title Case

Include your abstract here. The abstract should include a statement of the problem, including a brief description of the project proposed, and a brief discussion of the implications or utility of the anticipated outcomes (250 words maximum). The text should be double-spaced with no indentation. The abstract should appear on a page by itself.

## Research Topic:

Repeat the research topic number and description here.

# Rationale

Start your rationale on a new page. Include an introduction to and statement of the problem or the issue and relevance to the research topics that you are addressing in your proposal.

The total body text should be approximately between 2,000 and 2,500 words. We suggest focusing on a clear and detailed methodology.

# Literature Review

Include a brief literature review which summarizes related research and situates your proposed study within broader scientific domains.

## Subsection Header 1

You may want to include subsections in the literature review. If so, please follow this formatting.

## Subsection Header 2

You may want to include a second subsection in the literature review. If so, please follow this formatting.

# Research Questions

List one or more specific research questions addressed by the study. Research questions should be clear and detailed.

1. Explicitly state your research questions here.
2. Explicitly state your research questions here.
3. Etc.

# Methodology

In the methodology section, provide an explanation of the proposed research methodology, including description of the study context and participants, instruments to be used, data collection procedures, identification and coding of variables, and analyses to be conducted. The methodology section should be detailed and comprehensive. We recommend that at least 50% of your body word count should be dedicated to the methodology section.

## Participants

In the participant section, provide an explanation of the participant recruitment process, participant selection, and participant demographics.

## Variables and Instruments

Explicitly identify the variables in which you are interested. Also, provide an introduction to the instruments propose to use for your project.

### Instrument title 1.

Describe your first instrument here. If you are requesting research forms from ETS, please specify exactly what materials you will need. You may contact the grant coordinator to find out more about what materials are available (TOEFL iBT/ITP grants, [TOEFL\_RC2@ets.org](mailto:TOEFL_RC2@ets.org); YSS grants, [TOEFLYS@ets.org](mailto:TOEFLYS@ets.org)).

If you are requesting research forms from ETS, consider whether you will need to have the data scored by ETS. If so, please describe what type of scoring and final data you will need for your analyses. Scoring costs should be included in your budget, and you should consult with the grant coordinator to obtain a cost estimate for scoring.

### Instrument title 2.

Describe your second instrument here. Add additional instrument sections if needed.

## Data Collection Procedures

Spell out the specific steps to be taken in collecting data for your project. Your procedures section may or may not have subsections included in it. If you choose to have subsections, use the following formatting included directly below.

### Subsection title 1.

Describe your procedure here. Use as many or as few subsections as appropriate to describe your study.

### Subsection title 2.

Describe your procedure here. Use as many or as few subsections as appropriate to describe your study.

## Data Processing

Describe how you will extract and code the data you will collect.

## Data Analysis

Describe how you will analyze the data in order to answer your research questions. Specifically describe any statistical, qualitative, or other analyses that you will conduct.

## Implications

Include a brief discussion of the implications or utility of anticipated or possible outcomes and relevance to practice or theory.

## Limitations

Include a brief discussion of the limitations of the proposed study.

# References

Barkaoui, K., Brooks, L., Swain, M., & Lapkin, S. (2013). Test-takers’ strategic behaviours in independent and integrated speaking tasks. *Applied Linguistics, 34*(3), 304-324.

Chapelle, C. A., Schmidgall, J., Lopez, A., Blood, I., Wain, J., Cho, Y., Hutchison, A., Lee, H.-W., & Dursun, A. (2018). Designing a prototype tablet-based learning-oriented assessment for middle school English learners: An evidence-centered design approach (Research Report No. RR-18-46). Princeton, NJ: Educational Testing Service. https://doi.org/10.1002/ets2.12232

Gebril, A., & Plakans, L. (2013). Toward a transparent construct of reading-to-write tasks: The interface between discourse features and proficiency. *Language Assessment Quarterly, 10*(1), 9-27.

O’Sullivan, B., & Weir, C.J. (2011). Test development and validation. In B. O’Sullivan (Ed.), *Language testing: Theories and practice* (pp. 13-32). Basingstoke, UK: Palgrave Macmillan.

Tillema, M. (2012). *Writing in first and second language: Empirical studies on text quality and writing processes.* Utrecht, Netherlands: LOT.

Weigle, S. C., & Parker, K. (2012). Source text borrowing in an integrated reading/writing assessment. *Journal of Second Language Writing, 21*, 118-133.

# Budget

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Items | 2020 Hours | 2020 Cost | 2021 Hours | 2021 Cost | Total Hours | Total Cost |
| 1a. Personnel (list individual project members who will receive payment) |  |  |  |  |  |  |
| Project director |  |  |  |  |  |  |
| Research assistant |  |  |  |  |  |  |
| Research statistician |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| 1b. Departmental Charges |  |  |  |  |  |  |
| Subtotal personnel |  |  |  |  |  |  |
| 2. External staff |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| 3. Data processing |  |  |  |  |  |  |
| ETS scoring |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| 4. Conference travel |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| 5. Participant payments |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| 6. Other project materials |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| . . . |  |  |  |  |  |  |
| 7. Total Direct Cost (1 – 6) |  |  |  |  |  |  |
| 8. Indirect Cost/Overhead |  |  |  |  |  |  |
| 9. Total Cost (7+8) |  |  |  |  |  |  |

NOTE: All budget amounts must be in U.S. dollars. It is the intention of ETS and the *TOEFL®* Committee of Examiners to make any/all award(s) in US dollars. The total cost of the project, including indirect costs (overhead), cannot exceed USD 100,000 for iBT/ITP proposals, USD 50,000 for faculty YSS proposals, and USD 5,000 for graduate student YSS proposals. **ETS prefers to select bids which respect its non-profit status. We therefore request that the overhead rate not exceed 15%.** Graduate students YSS grants will not be allowed to charge overhead.

## Explanation of Budget Line Items

Please include an explanation and justification of each item listed in your budget. If you need to have a responses from a research form scored for your study, please contact the grants coordinator (TOEFL iBT/ITP grants, [TOEFL\_RC2@ets.org](mailto:TOEFL_RC2@ets.org); YSS grants, [TOEFLYS@ets.org](mailto:TOEFLYS@ets.org)) to obtain a cost estimation for scoring to include in your budget.

### 1a. Staff

The project staff will include the following XX people:

* Project Director (name): Designs study; directs conduct of study; coordinates activities of other project staff; works with other project staff in selecting data set, choosing method of data analysis, and interpreting results; writes final report; prepares report for journal publication; presents report at a conference.
* Research Statistician (name): Consults on methods of data analysis and interpretation of results.
* Research Data Analyst (name): Writes computer programs for analysis of data.
* Research Assistant (name): Assists in tabulation and consolidation of data.

Under the (organization name) accounting system, hourly employee salary rates are used to distribute the salary of staff to the various projects. The rate assigned to an individual staff member is reflective of the average salary of those members within the department whose staff positions fall within the same salary grade.

### 1b. Departmental Charges

Departmental charges are computed as a percentage of direct salary charges to the project. A separate rate is computed for each department which includes employee cash and noncash fringe benefits, facility and equipment use charges, departmental supervision, and office supplies and services. The total budgeted amounts shown are an approximate breakdown of those components.

Rates are between X and Y times basic staff cost.

Cash fringe benefits consist of: legally required benefits, which include FICA, Workmen's Compensation, Unemployment and Temporary Disability; and insurance and retirement benefits, which include retirement annuity, group life, Major Medical, total disability, hospital-surgical and travel insurance for staff traveling on (organization) business.

Noncash benefits consist of vacation, sick time, and other time off with pay.

### 2. External Staff

The following individual(s) (name and organization) will serve as external consultants on this project. They will assist in developing study instruments and provide general advice regarding the design of the study and interpretation of the data. Each is expected to devote approximately X days to these activities and will be paid USD Y per day.

### 3. Data Processing

This includes the cost of computer time for analysis of data. We estimate that the analyses will take approximately X hours to complete and we will be pay the analyst USD Y per hour.

Data processing is charged at hourly rates which include operator and departmental charges.

### 4. Conference Travel

In calendar year 20XX, the project director will present a report on the project at the conference. Total travel expenses per calendar year should not exceed USD 1,000 for domestic travel or USD 1,500 for international travel. Under exceptional circumstances, additional funding for conference travel may be provided. If you do have extraordinary conference travel needs, please consult with ETS before submitting your project budget.

### 5. Participants

Participants will be paid USD each.

### 6. Other Project Expenses

Expenses incurred in travel related to data collection, phone and mail communication with the consultants, and costs of photocopying and miscellaneous supplies. “Other” expenses should be itemized in the budget table. Please note that this research funding cannot be used for the purchase of software, computers, or other substantial equipment purchases.

### 8. Overhead

General and administrative costs are computed as a percentage of budget items 1 & 2 and consist of those costs which cannot be assigned to a specific project but benefit all projects performed by (*organization*). Examples of these costs are those incurred by the organization management, human resources, and library staff. ETS prefers to select bids which respect its non-profit status. We therefore request that the overhead rate does not exceed 15%.

# Schedule

Include a list of major activities of the project and the period in which each will be conducted. Include deliverables that will be due to ETS, such as progress reports, manuscripts, and final materials. Please assume that March 1 will be the start date for the project.

| **Time Frame** | **Activity/Deliverable** |
| --- | --- |
| March - April 20XX | Conduct literature review |
| May - June 20XX | Develop data collection protocols  Develop data collection instruments  Obtain IRB approval |
| July- August 20XX | Recruit for pilot study  Conduct pilot study  Submit Progress Report 1 to ETS |
| September 20XX | Revise instruments based on pilot study  Recruit participants |
| October - December 20XX | Recruit participants  Collect data  Submit Progress Report 2 to ETS |
| January - March 20XX | Qualitative data transcription and coding  Quantitative data cleaning |
| April - May 20XX | Data analysis |
| June - July 20XX | Draft Manuscript 1  Submit Manuscript 1 to ETS  Present Manuscript 1 results at LTRC |
| August - September 20XX | Draft Manuscript 2  Submit Manuscript2 to ETS |
| October 20XX | Revise Manuscript 1 based on ETS feedback  Submit Manuscript 1 revision |
| November 20XX | Revise Manuscript 2 based on ETS feedback  Submit Manuscript 2 revision |
| December 20XX | Submit final data collection instruments and data sets to ETS |

# Proposed Data Management Plan

Include one paragraph that describes the type of data to be collected, the type of permissions requested for collecting and storing the data (IRB/ethical approval), and processes for storing de-identified data.

# Proposed Dissemination Plan

Include one paragraph that states in how many and what type of publications you intend to disseminate the findings; for instance, one ETS TOEFL Research Report, or one to two journal articles (e.g., *Language Testing*, *TESOL Quarterly*, *Assessing Writing*, etc.). If you propose more than one publication, please specify the portion of the study you plan to focus on in each manuscript.