

**The NASDAQ OMX Group Educational Foundation, Inc.**  
**2010 Proposal Instructions for Ph.D. Dissertation Fellowships**

Please use these instructions in conjunction with the 2010 Grant Guidelines (presented separately). Please use these instructions for Ph.D. Dissertation Fellowships only.

**Before you submit a proposal:**

- Please review the NASDAQ OMX Group Educational Foundation 2010 Grant Guidelines and these proposal instructions.
- Please review your own university's policies and procedures for seeking and receiving funds.

Note that while the Ph.D. candidate often writes the proposal, it is the university that is the official applicants and the grant, if awarded, will be paid to the university.

**Cover Page**

Please create a **one-page** cover sheet for your proposal that includes, at least:

- The **title** of your dissertation.
- The official **name** and mailing **address** of the university. (Please note that the grant check, if awarded, will be paid to the university and all correspondence will be sent to this address.)
- The name, phone, fax, and e-mail address of the **Ph.D. candidate**.
- The name, title, phone, fax, and e-mail address of the **candidate's advisor** or **department chair** (i.e. the person who is nominating the candidate).
- The university's **website** address.

**Proposal**

In a free form proposal of no more than **five pages**, excluding attachments, make a case for your candidate and his/her dissertation by addressing the following (in no particular order):

- Summarize your candidate's **dissertation**. Please be concise, but as specific as possible. This information is critical to our review.
- Explain the **methods**, **activities**, and **materials** that will be used. Include a timeline, if possible.
- Provide **background** on your university and the pertinent school or department.
- Briefly, include any information that will help us better understand your candidate and his/her dissertation and what you think makes the dissertation unique, timely, effective, exciting, and worthy of funding.

Note: Often, the candidate writes and compiles the grant proposal; however, the university is actually the applicant and background must be provided for the university.

## **Conflict of interest**

To avoid a potential conflict of interest, please disclose whether any member of your faculty, staff, governing or advisory boards, or key participants is affiliated with The NASDAQ OMX Group, Inc. or The NASDAQ OMX Group Educational Foundation, Inc.

## **Attachments**

- A **letter** from the candidate's advisor or department chair nominating the candidate for the fellowship. This letter is critical to our selection of fellows.
- Candidate's résumé or **curriculum vitae**.
- A copy of the candidate's most recent **university transcript**.
- A copy of your university's §501(c)(3) **tax-exempt designation letter** from the IRS. The letter must be addressed to the entity requesting the grant and that will receive the grant check, if awarded.
- A plain-paper copy of your university's most recent **audited financial statement**. Do not send a bound document. If your financial statement is part of your published annual report, please send an unbound copy of the pertinent financial pages only.
- A roster of your university's Board or similar **governing body**. If your roster is part of a brochure or published report, please just send a photocopy of the pertinent pages.
- A **budget** or break down how grant funds would be used. Note that Ph.D. candidates may use grant funds for living expenses while completing their dissertation, but it must be stated.

Attachment items will be kept on file and may not be returned. Please include all required attachments, even if you have submitted them previously with other proposals or are submitting proposals for multiple candidates at this time.

## **Compiling your proposal**

- All proposals must be created on or for plain white 8½ x 11" paper.
- Pages must be numbered.
- Pages may be fastened with staples or binder clips, but must be otherwise unbound.
- Please do not use folders, binders, sheet protectors, covers, or irregular sized sheets.
- Please help us control paper waste by limiting or refraining from use of title sheets (other than the required title page) and separator sheets.

## **Sending your proposal**

- Please send your entire proposal—including attachments, letters, and other supporting material—in a single envelope or package.
- Please ship or mail it to:

**The NASDAQ OMX Group Educational Foundation  
9600 Blackwell Road  
Rockville, MD 20850**

- If you prefer, you may e-mail your entire proposal—including attachments, letters, and other supporting material—in a single e-mail.

- Please e-mail it to: [Foundation@NASDAQOMX.com](mailto:Foundation@NASDAQOMX.com)
- If you are unable to scan your attachments or reduce the size of your documents so that they can be e-mailed, please send a hard copy instead.
- Very important—all items must be received in a single envelope or e-mail. Do not mail some documents and e-mail others.
- Please do not fax your proposal or any attachments.
- Your proposal must be received in our office by the deadline date.
- If you wish to confirm receipt of your proposal, please send an e-mail to [Foundation@NASDAQOMX.com](mailto:Foundation@NASDAQOMX.com) and we will reply.

### **Spring 2010 Grant Review Calendar**

Letters of Inquiry Due to NASDAQ OMX	February 1, 2010
Invitation to Submit a Grant Proposal	March 15, 2010
Grant Proposal Due	April 15, 2010
Board Meeting and Communication of Grant Agreement	May 2010

### **Fall 2010 Grant Review Calendar**

Letters of Inquiry Due to NASDAQ OMX	August 2, 2010
Invitation to Submit a Grant Proposal	September 1, 2010
Grant Proposal Due	October 1, 2010
Board Meeting and Communication of Grant Agreement	November 2010