



Document Naming Protocol

RESEARCH GRANT from the CBA for the PROMOTION OF BIBLICAL SCHOLARSHIP

If possible, all documents should be pdfs.

Documents for the Research Grant from the CBA for the Promotion of Biblical Scholarship, should be named as follows (including the number):

1. APPLICANT'S LAST NAME-Application
2. APPLICANT'S LAST NAME-Proposal
3. APPLICANT'S LAST NAME-Experience
4. APPLICANT'S LAST NAME-Budget
5. APPLICANT'S LAST NAME-Timeline
6. APPLICANT'S LAST NAME-Evaluation
7. APPLICANT'S LAST NAME-CV

PLEASE NOTE

- All pages of the application, other than the completed form, must be standard letter size (8.5x11 inches or A4), 12-pt. standard Roman font (e.g., New Times Roman).
- Citations (social science or humanities style) are included in page and word counts.

The documents should be sent **on or before November 15** to the CBA Office (cba-office@cua.edu) as attachment to a single e-mail with the subject line: **Research Grant Application:**

N.B. The CBA Office will acknowledge receipt of all applications via a reply email. If you have not received an email response within a week, please check your SPAM folder. If there is not a response there, call the CBA Office (202.319.5519) and leave a message. The staff will return the call within business hours (M-F, 9am-5pm).