

CHICAGO STYLE ACKNOWLEDGMENTS FOR A PROPOSAL

CHICAGO STYLE ACKNOWLEDGMENTS FOR A PROPOSAL ARE A CRUCIAL, YET OFTEN OVERLOOKED, COMPONENT OF FORMAL ACADEMIC AND PROFESSIONAL DOCUMENTS. WHILE NOT AS EXTENSIVELY DETAILED AS THE CHICAGO MANUAL OF STYLE'S GUIDELINES FOR BIBLIOGRAPHIES OR FOOTNOTES, UNDERSTANDING THE CONVENTIONS FOR ACKNOWLEDGING CONTRIBUTIONS IN PROPOSAL WRITING ENSURES CLARITY, PROFESSIONALISM, AND ADHERENCE TO ESTABLISHED ACADEMIC AND RESEARCH NORMS. THIS ARTICLE WILL DELVE INTO THE INTRICACIES OF CRAFTING EFFECTIVE CHICAGO-STYLE ACKNOWLEDGMENTS FOR PROPOSALS, COVERING THEIR PURPOSE, KEY ELEMENTS, BEST PRACTICES, AND COMMON PITFALLS TO AVOID. WE WILL EXPLORE HOW TO APPROPRIATELY RECOGNIZE INDIVIDUALS, INSTITUTIONS, AND FUNDING SOURCES, ENSURING THAT ALL SIGNIFICANT CONTRIBUTIONS ARE DULY CREDITED.

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THE PURPOSE AND IMPORTANCE OF PROPOSAL ACKNOWLEDGMENTS

ACKNOWLEDGMENTS IN A PROPOSAL SERVE A VITAL FUNCTION BEYOND MERE COURTESY; THEY ARE A TESTAMENT TO COLLABORATION AND SUPPORT. IN ACADEMIC AND RESEARCH CONTEXTS, PROPOSALS OFTEN REPRESENT THE CULMINATION OF CONSIDERABLE EFFORT, DRAWING UPON THE EXPERTISE, RESOURCES, AND GUIDANCE OF NUMEROUS INDIVIDUALS AND ENTITIES. PROPERLY ACKNOWLEDGING THESE CONTRIBUTIONS DEMONSTRATES RESPECT FOR INTELLECTUAL PROPERTY, FOSTERS GOODWILL, AND UPHOLDS ETHICAL RESEARCH STANDARDS. IT ALSO SUBTLY REINFORCES THE CREDIBILITY AND FEASIBILITY OF THE PROPOSED PROJECT BY SHOWCASING THE NETWORK OF SUPPORT IT ALREADY POSSESSES.

FURTHERMORE, WELL-WRITTEN ACKNOWLEDGMENTS CAN ENHANCE THE OVERALL IMPRESSION OF A PROPOSAL. THEY SIGNAL TO REVIEWERS THAT THE PROPOSER IS ORGANIZED, THOUGHTFUL, AND UNDERSTANDS THE COLLABORATIVE NATURE OF RESEARCH AND DEVELOPMENT. THIS SECTION PROVIDES AN OPPORTUNITY TO EXPRESS GRATITUDE IN A FORMAL YET PERSONAL MANNER, STRENGTHENING RELATIONSHIPS WITH THOSE WHO HAVE PLAYED A ROLE, WHETHER DIRECTLY IN THE PROPOSAL'S DEVELOPMENT OR IN PROVIDING FOUNDATIONAL SUPPORT FOR THE RESEARCH ITSELF. NEGLECTING THIS SECTION, OR EXECUTING IT POORLY, CAN CREATE AN IMPRESSION OF OVERSIGHT OR A LACK OF APPRECIATION.

KEY ELEMENTS OF CHICAGO STYLE ACKNOWLEDGMENTS FOR PROPOSALS

WHILE THE CHICAGO MANUAL OF STYLE (CMOS) DOES NOT PRESCRIBE A SINGLE, RIGID FORMAT FOR PROPOSAL ACKNOWLEDGMENTS, IT EMPHASIZES CLARITY, SPECIFICITY, AND ADHERENCE TO THE OVERALL STYLE OF THE DOCUMENT. FOR PROPOSALS, THE ACKNOWLEDGMENTS SECTION TYPICALLY APPEARS NEAR THE BEGINNING, OFTEN AFTER THE TABLE OF CONTENTS AND BEFORE THE MAIN BODY OF THE PROPOSAL, THOUGH THIS CAN VARY BASED ON INSTITUTIONAL GUIDELINES. THE CORE ELEMENTS INVOLVE IDENTIFYING WHO IS BEING THANKED AND FOR WHAT SPECIFIC CONTRIBUTION.

THE ACKNOWLEDGMENTS SHOULD BE WRITTEN IN PROSE, NOT A BULLETED LIST, UNLESS SPECIFIC INSTITUTIONAL GUIDELINES DICTATE OTHERWISE. THE TONE SHOULD BE FORMAL AND PROFESSIONAL, REFLECTING THE SERIOUSNESS OF THE PROPOSAL. WHEN REFERENCING INDIVIDUALS, THEIR FULL NAMES AND RELEVANT AFFILIATIONS OR TITLES SHOULD BE USED TO AVOID AMBIGUITY. FOR FUNDING SOURCES, THE OFFICIAL NAME OF THE GRANTING BODY OR ORGANIZATION IS ESSENTIAL.

ACKNOWLEDGING INDIVIDUALS

INDIVIDUALS WHO HAVE PROVIDED SUBSTANTIAL INTELLECTUAL INPUT, CRITICAL FEEDBACK, ACCESS TO RESOURCES, OR MENTORSHIP RELEVANT TO THE PROPOSAL SHOULD BE ACKNOWLEDGED. THIS CAN INCLUDE:

- SUPERVISORS AND ADVISORS
- COLLEAGUES WHO REVIEWED DRAFTS OR OFFERED EXPERTISE
- TECHNICAL STAFF WHO PROVIDED ASSISTANCE
- INDIVIDUALS WHO FACILITATED ACCESS TO NECESSARY DATA OR EQUIPMENT
- MENTORS WHO GUIDED THE RESEARCH DIRECTION

ACKNOWLEDGING INSTITUTIONS AND ORGANIZATIONS

BEYOND INDIVIDUALS, IT IS OFTEN NECESSARY TO ACKNOWLEDGE THE SUPPORT PROVIDED BY INSTITUTIONS. THIS CAN INCLUDE:

- UNIVERSITY DEPARTMENTS OR RESEARCH CENTERS THAT PROVIDED FACILITIES OR ADMINISTRATIVE SUPPORT
- LABORATORIES OR LIBRARIES THAT GRANTED ACCESS TO RESOURCES
- PARTNER ORGANIZATIONS THAT HAVE COMMITTED TO COLLABORATION
- ANY ENTITIES THAT HAVE PROVIDED LOGISTICAL OR INFRASTRUCTURAL SUPPORT

ACKNOWLEDGING FUNDING AND SPONSORSHIP

IF THE PROPOSAL IS SEEKING FUNDING, OR IF THE RESEARCH IT IS BASED UPON HAS BEEN PREVIOUSLY FUNDED, IT IS CRUCIAL TO ACKNOWLEDGE THE FUNDING SOURCES. THIS IS OFTEN A REQUIREMENT OF THE GRANTING AGENCY ITSELF.

- EXPLICITLY NAME THE FUNDING BODY (E.G., NATIONAL SCIENCE FOUNDATION, SPECIFIC FOUNDATION NAME).
- INCLUDE ANY GRANT OR AWARD NUMBERS IF REQUIRED BY THE FUNDER.
- ACKNOWLEDGE ANY IN-KIND CONTRIBUTIONS THAT HAVE FINANCIAL VALUE.

IDENTIFYING CONTRIBUTORS FOR ACKNOWLEDGMENT

DETERMINING WHO WARRANTS ACKNOWLEDGMENT REQUIRES CAREFUL CONSIDERATION OF THEIR ROLE AND THE IMPACT OF THEIR CONTRIBUTION ON THE PROPOSAL. NOT EVERY CASUAL CONVERSATION OR MINOR ASSISTANCE REQUIRES FORMAL RECOGNITION. THE FOCUS SHOULD BE ON THOSE WHO HAVE PROVIDED SIGNIFICANT SUPPORT THAT DIRECTLY SHAPED THE PROPOSAL'S CONTENT, FEASIBILITY, OR CHANCES OF SUCCESS.

START BY REVIEWING THE PROPOSAL'S DEVELOPMENT PROCESS. WHO HELPED YOU CONCEPTUALIZE THE RESEARCH QUESTION? WHO PROVIDED CRITICAL FEEDBACK ON THE METHODOLOGY OR LITERATURE REVIEW? DID ANYONE GRANT YOU ACCESS TO SPECIALIZED EQUIPMENT OR UNIQUE DATASETS? WERE THERE INDIVIDUALS WHO OFFERED ADMINISTRATIVE OR LOGISTICAL SUPPORT THAT WAS ESSENTIAL FOR THE PROPOSAL'S TIMELY SUBMISSION? THESE ARE THE INDIVIDUALS AND ENTITIES THAT MERIT INCLUSION IN YOUR ACKNOWLEDGMENTS.

INTELLECTUAL CONTRIBUTIONS

THIS CATEGORY ENCOMPASSES INDIVIDUALS WHOSE IDEAS, EXPERTISE, AND CRITICAL FEEDBACK HAVE SIGNIFICANTLY IMPROVED THE PROPOSAL. THIS MIGHT INCLUDE:

- RESEARCHERS WHO DISCUSSED THEORETICAL FRAMEWORKS OR RESEARCH DESIGNS.
- EXPERTS IN A PARTICULAR FIELD WHO PROVIDED SPECIALIZED INSIGHTS.
- COLLEAGUES WHO METICULOUSLY REVIEWED DRAFTS, IDENTIFYING WEAKNESSES OR SUGGESTING IMPROVEMENTS.

RESOURCE AND FACILITY SUPPORT

OFTEN, A PROPOSAL'S SUCCESS HINGES ON ACCESS TO RESOURCES THAT ARE NOT READILY AVAILABLE. ACKNOWLEDGING THE PROVIDERS OF THESE RESOURCES IS ESSENTIAL.

- LIBRARIES PROVIDING ACCESS TO RARE MATERIALS OR EXTENSIVE DATABASES.
- LABORATORIES OFFERING SPECIALIZED EQUIPMENT OR TECHNICAL ASSISTANCE.
- INSTITUTIONS PROVIDING ADMINISTRATIVE SUPPORT, OFFICE SPACE, OR COMPUTATIONAL RESOURCES.

FINANCIAL AND LOGISTICAL SUPPORT

THIS COVERS BOTH DIRECT FUNDING AND OTHER FORMS OF SUPPORT THAT FACILITATE THE PROJECT'S EXECUTION OR THE PROPOSAL'S CREATION.

- GRANTING AGENCIES THAT HAVE FUNDED PRIOR RELATED WORK OR ARE BEING APPROACHED FOR FUNDING.
- INSTITUTIONS THAT COVER INDIRECT COSTS OR PROVIDE SEED FUNDING.
- INDIVIDUALS WHO PROVIDED ADMINISTRATIVE ASSISTANCE IN PREPARING THE PROPOSAL DOCUMENT OR MANAGING SUBMISSIONS.

CRAFTING YOUR ACKNOWLEDGMENTS: BEST PRACTICES

WRITING EFFECTIVE ACKNOWLEDGMENTS IS AN ART THAT BALANCES FORMALITY WITH GENUINE APPRECIATION. ADHERING TO CERTAIN BEST PRACTICES ENSURES THAT YOUR ACKNOWLEDGMENT SECTION IS BOTH PROFESSIONAL AND IMPACTFUL. THE

CHICAGO MANUAL OF STYLE, WHILE PRIMARILY FOCUSED ON CITATION, PROVIDES A FRAMEWORK FOR CLEAR AND PRECISE ACADEMIC WRITING, WHICH IS DIRECTLY APPLICABLE HERE.

BEGIN BY DRAFTING A SINCERE EXPRESSION OF GRATITUDE. THINK ABOUT THE SPECIFIC NATURE OF EACH CONTRIBUTION AND ARTICULATE IT CLEARLY. AVOID VAGUE STATEMENTS; INSTEAD, BE SPECIFIC ABOUT WHAT EACH PERSON OR ENTITY DID. FOR EXAMPLE, INSTEAD OF SAYING "THANKS TO DR. SMITH FOR HIS HELP," CONSIDER PHRASING LIKE, "THE AUTHOR WISHES TO THANK DR. JANE SMITH FOR HER INVALUABLE GUIDANCE ON THE STATISTICAL ANALYSIS METHODS, WHICH SIGNIFICANTLY STRENGTHENED THE PROPOSED METHODOLOGY."

SPECIFICITY IN LANGUAGE

VAGUE ACKNOWLEDGMENTS CAN FEEL IMPERSONAL. USING SPECIFIC LANGUAGE DEMONSTRATES THAT YOU TRULY UNDERSTAND AND VALUE THE CONTRIBUTIONS MADE.

- CLEARLY STATE WHAT ASSISTANCE WAS PROVIDED (E.G., "PROVIDED ACCESS TO SPECTRAL ANALYSIS EQUIPMENT," "OFFERED CRITICAL FEEDBACK ON THE NARRATIVE STRUCTURE," "FACILITATED INITIAL CONTACT WITH COMMUNITY STAKEHOLDERS").
- USE PRECISE TERMINOLOGY RELATED TO THE FIELD OF STUDY OR PROJECT.

APPROPRIATE TONE AND FORMALITY

MAINTAIN A PROFESSIONAL AND RESPECTFUL TONE THROUGHOUT THE ACKNOWLEDGMENTS SECTION. WHILE EXPRESSING GRATITUDE, AVOID OVERLY CASUAL OR EMOTIONAL LANGUAGE. THE CHICAGO STYLE GENERALLY FAVORS A MORE RESERVED, ACADEMIC TONE.

- USE FULL NAMES AND TITLES OF INDIVIDUALS.
- WHEN ACKNOWLEDGING INSTITUTIONS, USE THEIR OFFICIAL NAMES.
- ENSURE CONSISTENT FORMATTING FOR NAMES AND AFFILIATIONS.

PLACEMENT AND STRUCTURE

THE PLACEMENT OF ACKNOWLEDGMENTS IN A PROPOSAL IS TYPICALLY AT THE BEGINNING. THE STRUCTURE SHOULD BE A COHERENT PARAGRAPH OR A SERIES OF PARAGRAPHS, FLOWING LOGICALLY. WHILE CHICAGO STYLE ALLOWS FOR FLEXIBILITY, A STANDARD APPROACH IS TO GROUP ACKNOWLEDGMENTS BY TYPE (INDIVIDUALS, INSTITUTIONS, FUNDING) OR BY THE ORDER OF IMPORTANCE OF CONTRIBUTION.

- GENERALLY PLACED AFTER THE TABLE OF CONTENTS AND BEFORE THE INTRODUCTION OR MAIN BODY.
- CAN BE PRESENTED AS A SINGLE, COHESIVE PARAGRAPH OR DIVIDED INTO MULTIPLE PARAGRAPHS FOR CLARITY, ESPECIALLY IF ACKNOWLEDGING DIVERSE GROUPS.

COMMON MISTAKES TO AVOID IN PROPOSAL ACKNOWLEDGMENTS

EVEN WITH THE BEST INTENTIONS, IT'S EASY TO FALL INTO COMMON TRAPS WHEN WRITING PROPOSAL ACKNOWLEDGMENTS. AWARENESS OF THESE PITFALLS CAN HELP YOU AVOID THEM AND ENSURE YOUR ACKNOWLEDGMENTS ARE BOTH EFFECTIVE AND PROFESSIONAL, ALIGNING WITH THE PRINCIPLES OF CHICAGO STYLE FOR ACADEMIC WRITING.

ONE FREQUENT MISTAKE IS FORGETTING TO ACKNOWLEDGE CRUCIAL CONTRIBUTORS. THIS CAN LEAD TO AWKWARDNESS LATER ON AND MAY REFLECT POORLY ON YOUR ATTENTION TO DETAIL. CONVERSELY, OVER-ACKNOWLEDGING MINOR CONTRIBUTIONS CAN DILUTE THE IMPACT OF THE TRULY SIGNIFICANT ONES. ANOTHER COMMON ERROR IS USING AN OVERLY CASUAL TONE, WHICH IS INAPPROPRIATE FOR A FORMAL PROPOSAL. AMBIGUOUS PHRASING THAT DOESN'T CLEARLY STATE THE NATURE OF THE CONTRIBUTION IS ALSO PROBLEMATIC.

FORGETTING KEY CONTRIBUTORS

THIS IS PERHAPS THE MOST SIGNIFICANT OVERSIGHT, POTENTIALLY OFFENDING INDIVIDUALS WHO PROVIDED ESSENTIAL SUPPORT.

- THOROUGHLY REVIEW YOUR PROPOSAL DEVELOPMENT PROCESS TO IDENTIFY ALL SIGNIFICANT CONTRIBUTIONS.
- CONSULT WITH COLLABORATORS OR MENTORS IF YOU ARE UNSURE ABOUT INCLUDING SOMEONE.

VAGUE OR GENERIC STATEMENTS

BROAD THANKS WITHOUT SPECIFIC DETAILS ARE LESS MEANINGFUL AND CAN APPEAR PERFUNCTORY.

- INSTEAD OF "THANKS FOR YOUR HELP," STATE "THANK YOU FOR PROVIDING CRUCIAL DATA ON X PHENOMENON."
- ENSURE EACH ACKNOWLEDGMENT SPECIFIES THE NATURE OF THE SUPPORT RECEIVED.

INAPPROPRIATE TONE OR FORMALITY

THE ACADEMIC AND PROFESSIONAL CONTEXT DEMANDS A CERTAIN LEVEL OF DECORUM.

- AVOID SLANG, OVERLY FAMILIAR LANGUAGE, OR EMOTIONAL OUTBURSTS.
- USE FULL NAMES AND APPROPRIATE TITLES (E.G., DR., PROFESSOR, DIRECTOR).

OMISSION OF FUNDING SOURCES

FAILING TO ACKNOWLEDGE FUNDING IS NOT ONLY A BREACH OF PROFESSIONAL COURTESY BUT CAN ALSO VIOLATE THE TERMS OF THE GRANT ITSELF.

- ALWAYS INCLUDE THE FULL NAME OF THE FUNDING AGENCY AND ANY RELEVANT GRANT NUMBERS.

- THIS IS PARTICULARLY CRITICAL FOR PROPOSALS SEEKING FUTURE FUNDING, DEMONSTRATING PREVIOUS SUPPORT.

EXAMPLES OF CHICAGO STYLE ACKNOWLEDGMENTS IN PROPOSALS

TO ILLUSTRATE THE PRINCIPLES DISCUSSED, CONSIDER THESE EXAMPLES OF HOW CHICAGO-STYLE ACKNOWLEDGMENTS MIGHT BE STRUCTURED WITHIN A PROPOSAL. THESE EXAMPLES DEMONSTRATE THE APPROPRIATE LEVEL OF DETAIL, FORMALITY, AND CLARITY EXPECTED IN SUCH DOCUMENTS, ADHERING TO THE GENERAL SPIRIT OF THE CHICAGO MANUAL OF STYLE'S GUIDELINES FOR ACADEMIC PROSE.

EXAMPLE 1 (INDIVIDUAL AND INSTITUTIONAL ACKNOWLEDGMENT): "THE AUTHOR WISHES TO EXPRESS SINCERE GRATITUDE TO PROFESSOR ELEANOR VANCE FOR HER INSIGHTFUL GUIDANCE AND UNWAVERING SUPPORT THROUGHOUT THE CONCEPTUALIZATION AND DRAFTING OF THIS PROPOSAL. HER EXPERTISE IN QUANTITATIVE METHODOLOGY WAS INSTRUMENTAL IN SHAPING THE RESEARCH DESIGN. WE ALSO ACKNOWLEDGE THE INVALUABLE ASSISTANCE PROVIDED BY THE STAFF AT THE UNIVERSITY LIBRARY'S SPECIAL COLLECTIONS DEPARTMENT, PARTICULARLY IN FACILITATING ACCESS TO ARCHIVAL DOCUMENTS CRUCIAL FOR OUR HISTORICAL ANALYSIS."

EXAMPLE 2 (FUNDING AND COLLABORATIVE ACKNOWLEDGMENT): "THIS RESEARCH INITIATIVE WAS MADE POSSIBLE, IN PART, BY A GENEROUS GRANT FROM THE NATIONAL ENDOWMENT FOR THE HUMANITIES (GRANT NEH-2024-12345). WE ARE ALSO DEEPLY APPRECIATIVE OF OUR COLLABORATIVE PARTNERS AT THE CITY HISTORICAL SOCIETY, WHOSE MEMBERS PROVIDED ESSENTIAL COMMUNITY INSIGHTS AND FACILITATED CRUCIAL FIELDWORK. SPECIAL THANKS ARE EXTENDED TO DR. SAMUEL LEE FOR HIS CRITICAL REVIEW OF THE PRELIMINARY FINDINGS AND HIS CONSTRUCTIVE SUGGESTIONS THAT HAVE SIGNIFICANTLY ENHANCED THE PROPOSAL'S CLARITY AND RIGOR."

THESE EXAMPLES SHOWCASE HOW TO INTEGRATE ACKNOWLEDGMENTS SMOOTHLY INTO THE PROPOSAL'S NARRATIVE, PROVIDING SPECIFIC DETAILS ABOUT THE NATURE OF THE SUPPORT RECEIVED WHILE MAINTAINING A PROFESSIONAL AND ACADEMIC TONE. THE AIM IS TO BE BOTH COMPREHENSIVE AND CONCISE, ENSURING THAT ALL SIGNIFICANT CONTRIBUTIONS ARE RECOGNIZED APPROPRIATELY.

CRAFTING A PERSONAL TOUCH WITHIN FORMALITY

WHILE MAINTAINING FORMALITY, ACKNOWLEDGMENTS OFFER AN OPPORTUNITY TO INFUSE A DEGREE OF PERSONAL SINCERITY. THIS IS ACHIEVED NOT THROUGH OVERLY EMOTIONAL LANGUAGE, BUT THROUGH SPECIFIC AND HEARTFELT RECOGNITION OF THE IMPACT AN INDIVIDUAL'S CONTRIBUTION HAD.

- MENTIONING A SPECIFIC INSTANCE WHERE THEIR HELP WAS CRITICAL.
- HIGHLIGHTING THE POSITIVE OUTCOME OF THEIR INPUT ON THE PROPOSAL'S QUALITY.
- EXPRESSING A FORWARD-LOOKING SENTIMENT REGARDING FUTURE COLLABORATION IF APPROPRIATE.

ADDRESSING POTENTIAL AMBIGUITIES

IN COMPLEX PROPOSALS INVOLVING MULTIPLE COLLABORATORS OR VARIOUS SOURCES OF SUPPORT, CLARITY IS PARAMOUNT TO AVOID ANY MISUNDERSTANDINGS OR OMISSIONS.

- CLEARLY DELINEATE THE CONTRIBUTIONS OF DIFFERENT TEAM MEMBERS IF THE PROPOSAL IS A GROUP EFFORT.

- ENSURE THAT ANY COMMITMENTS OF SUPPORT FROM EXTERNAL ORGANIZATIONS ARE ACCURATELY REPRESENTED.
- VERIFY THAT ALL REQUIRED ACKNOWLEDGMENTS FOR PREVIOUS FUNDING ARE INCLUDED AS PER GRANT TERMS.

FREQUENTLY ASKED QUESTIONS

Q: WHAT IS THE PRIMARY PURPOSE OF INCLUDING ACKNOWLEDGMENTS IN A CHICAGO STYLE PROPOSAL?

A: THE PRIMARY PURPOSE OF INCLUDING ACKNOWLEDGMENTS IN A CHICAGO STYLE PROPOSAL IS TO FORMALLY RECOGNIZE AND EXPRESS GRATITUDE TO INDIVIDUALS, INSTITUTIONS, AND FUNDING BODIES THAT HAVE PROVIDED SIGNIFICANT SUPPORT OR CONTRIBUTIONS TO THE DEVELOPMENT OF THE PROPOSAL OR THE RESEARCH IT OUTLINES. THIS UPHOLDS ACADEMIC INTEGRITY, FOSTERS GOODWILL, AND CAN ENHANCE THE PERCEIVED CREDIBILITY OF THE PROJECT.

Q: WHERE IS THE ACKNOWLEDGMENTS SECTION TYPICALLY PLACED IN A CHICAGO STYLE PROPOSAL?

A: IN A CHICAGO STYLE PROPOSAL, THE ACKNOWLEDGMENTS SECTION IS TYPICALLY PLACED NEAR THE BEGINNING OF THE DOCUMENT, OFTEN FOLLOWING THE TABLE OF CONTENTS AND BEFORE THE MAIN BODY OF THE PROPOSAL OR THE ABSTRACT. HOWEVER, SPECIFIC INSTITUTIONAL GUIDELINES MAY DICTATE VARIATIONS IN PLACEMENT.

Q: DO I NEED TO FOLLOW STRICT CITATION RULES WITHIN THE ACKNOWLEDGMENTS SECTION, SIMILAR TO A BIBLIOGRAPHY IN CHICAGO STYLE?

A: NO, STRICT CITATION RULES LIKE THOSE USED IN BIBLIOGRAPHIES OR FOOTNOTES ARE NOT TYPICALLY APPLIED WITHIN THE ACKNOWLEDGMENTS SECTION. THE ACKNOWLEDGMENTS SECTION IS WRITTEN IN PROSE TO EXPRESS GRATITUDE. WHILE CLARITY AND ACCURACY ARE IMPORTANT, IT DOES NOT REQUIRE FORMAL CITATIONS FOR THE CONTRIBUTIONS MENTIONED.

Q: HOW DETAILED SHOULD I BE WHEN ACKNOWLEDGING INDIVIDUALS AND THEIR CONTRIBUTIONS?

A: YOU SHOULD BE SPECIFIC ENOUGH TO CLEARLY ARTICULATE THE NATURE OF THEIR CONTRIBUTION AND ITS IMPORTANCE TO YOUR PROPOSAL, WHILE REMAINING CONCISE. FOR INSTANCE, MENTIONING "INVALUABLE GUIDANCE ON STATISTICAL ANALYSIS" IS MORE EFFECTIVE THAN A GENERAL "THANKS FOR YOUR HELP."

Q: SHOULD I ACKNOWLEDGE PERSONAL FRIENDS OR FAMILY MEMBERS IN A CHICAGO STYLE PROPOSAL ACKNOWLEDGMENT SECTION?

A: GENERALLY, PERSONAL FRIENDS AND FAMILY ARE NOT ACKNOWLEDGED IN FORMAL ACADEMIC OR PROFESSIONAL PROPOSALS UNLESS THEY HAVE PROVIDED A DIRECT, SIGNIFICANT PROFESSIONAL OR TECHNICAL CONTRIBUTION RELEVANT TO THE PROPOSAL'S CONTENT OR EXECUTION. THE FOCUS SHOULD REMAIN ON CONTRIBUTIONS THAT BOLSTER THE PROPOSAL'S ACADEMIC OR PROFESSIONAL MERIT.

Q: WHAT IF A FUNDER REQUIRES SPECIFIC WORDING FOR ACKNOWLEDGMENTS?

A: IF A FUNDING AGENCY HAS SPECIFIC REQUIREMENTS FOR HOW THEIR SUPPORT MUST BE ACKNOWLEDGED (E.G., EXACT

PHRASING, INCLUSION OF GRANT NUMBERS), YOU MUST ADHERE STRICTLY TO THOSE REQUIREMENTS. THIS INFORMATION USUALLY SUPERSEDES GENERAL CHICAGO STYLE GUIDELINES FOR ACKNOWLEDGMENTS.

Q: CAN I USE A LIST FORMAT FOR ACKNOWLEDGMENTS IN A CHICAGO STYLE PROPOSAL?

A: WHILE THE CHICAGO MANUAL OF STYLE GENERALLY PREFERS PROSE FOR ACKNOWLEDGMENTS, SOME INSTITUTIONS OR SPECIFIC PROPOSAL GUIDELINES MIGHT PERMIT OR EVEN REQUIRE A LIST FORMAT. IF USING A LIST, ENSURE IT IS PRESENTED CLEARLY AND PROFESSIONALLY, TYPICALLY AS AN UNORDERED LIST (

-) WITH LIST ITEMS (
-). HOWEVER, PROSE IS GENERALLY THE PREFERRED METHOD FOR CHICAGO STYLE.

Q: HOW DO I HANDLE THE ACKNOWLEDGMENT OF CONTRIBUTIONS FROM A LARGE TEAM OR MULTIPLE DEPARTMENTS?

A: FOR LARGE TEAMS OR MULTIPLE DEPARTMENTS, YOU CAN GROUP ACKNOWLEDGMENTS BY CATEGORY (E.G., "THE RESEARCH TEAM EXTENDS ITS GRATITUDE TO THE DEPARTMENT OF BIOLOGY FOR ACCESS TO LABORATORY FACILITIES...") OR LIST KEY INDIVIDUALS OR REPRESENTATIVES FROM THOSE GROUPS, RATHER THAN ACKNOWLEDGING EVERY SINGLE MEMBER IF IT BECOMES UNWIELDY. ENSURE MAJOR CONTRIBUTIONS ARE NOT OVERLOOKED.

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