

Checklist for the URC Faculty Research Fellowship and Faculty Research Grant Applications

- ___ Title Page includes the project title, applicant name(s), affiliation, and a project **abstract of 250 words or less.**
 - ___ Abstract uses non-technical language
- ___ Narrative is **no more than five 8.5" x 11" pages** with one-inch margins on all sides, single-spaced, in Arial 11 point font or larger. Page limit includes figures and tables, if any. Must include:
 - ___ Background/literature review to introduce the research or scholarly topic,
 - ___ Significance/goals/hypotheses
 - ___ Research plan and methods
 - ___ If performance is off-campus, justification is provided
 - ___ Plans for obtaining relevant regulatory compliance approvals (e.g. IRB, IACUC, IBC, RSC)
 - ___ Proposed outcomes
 - ___ Timetable (milestones for the period of the project, weekly, monthly, or other metric)
- ___ If your project does not fit with the above format (e.g. creative arts, humanities), you consulted with the URC Chair.
- ___ Bibliography (**No more than one page**)
- ___ Current curriculum vitae of **no more than two pages**. Includes:
 - ___ Applicant's education
 - ___ Professional appointments
 - ___ 5-10 most recent or relevant publications (or performances/compositions for MTD faculty)
 - ___ Other information that would indicate that you are able and qualified to perform the proposed research.
- ___ List of Current and Pending External and Internal Grants-last 2 years only. (**This is a question in the application itself, so this information does not need to be repeated in your proposal.**)
 - ___ Grant proposal title, name(s) of principal and co-principal investigator(s), funding agency, duration, dollar amount requested or granted and portion of budget allocated to faculty salary.
 - ___ Explain whether there is any duplication of effort or funds relevant to the URC application, and how these will be handled.
- ___ Final Report from most recent URC grant (or not applicable)
- ___ Budget and Budget Justification (**This is a separate attachment in the application.**)
 - ___ Reason for each line item in the budget is provided, and how you determined or calculated the cost(s).