FACULTY RESEARCH GRANT CHECKLIST
(Do not submit checklist with proposal)

COVER PAGE - Fill all blanks/answer all questions with special attention to the following.

- Title of the project;
- Name of Principal Investigator;
- Whether the dean and department chair / program director need to provide initials;
- Whether approval is required from appropriate internal review committee;
- Letter of support from your dean; and
- Signatures.

PROPOSAL – Be sure that you have done the following.

- Adhered to the page limits and used the correct font, spacing, and margins (12-point Times New Roman or 11-point Ariel font, 1-inch margins, single space);
- Provided all the sections listed below in the proposal narrative (4-page limit)
  - Non-technical summary (1/2 page)
  - Background and significance (1 1/2 pages maximum)
  - Project design and procedures (2 pages)
  - Project timeline (1/4 page)
- References (not included in 4-page limit).

OTHER SUPPORT – Be sure that you have provided the following on a separate, clearly labeled page.

- Prior internal support for last 5 years;
- Planned external support; and
- Previous external support and grants submitted in last 3 years

CURRICULUM VITAE – Provide a CV (no more than 3 pages).

BUDGET SUMMARY AND JUSTIFICATION:

- Budget summary on Excel worksheet form; and
- Clear and complete narrative justification for all budgeted items.

ACKNOWLEDGMENT OF RECEIPT

- Completed and attached; please include your campus address.

Revised 08/01/13