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).