**Checklist for URC Faculty Fellowship Awards**

\_\_\_\_ Application due October 13, 2014.

\_\_\_\_ 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)

\_\_\_\_ Title Page includes the project title, applicant name(s), affiliation, and a project **abstract of 250 words or less**.

\_\_\_\_ Abstract uses non-technical language

\_\_\_\_ \*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**)

\_\_\_\_ Budget (use template) and Budget Justification

\_\_\_\_ Reason for each line item in the budget is provided, and how you determined or calculated the cost(s).

\_\_\_\_ 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 Grants (external and internal—e.g. start-up funds for last 2 years)

\_\_\_\_ 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)

\_\_\_\_ Narrative and all other required documents comprise a **single file** (preferably in pdf format)