

Research Excellence Fund Required Elements Checklist

Research Seed Grant (REF-RS)

Scholarship & Creativity Grant (REF-SCG)

PI _____ Email _____ Phone _____ Amount Requested \$ _____

Project Title _____

Please review the checklist below before final submission of your proposal. Be sure that you have included ALL the necessary elements and that they are provided in the correct order in your pdf proposal file before submission.

Required Elements Checklist	Required Element Description	Maximum Page Number
Completed Checklist	Include a copy of this completed checklist as the first page in your proposal.	1
Abstract	Project Title & Investigator(s). The Principal Investigator (PI) and any Co-Investigators' (Co-I) names, including departments and email addresses. Proposal abstract. Up to 300-word summary of the proposed project.	1
Proposed Project	<p>Description</p> <ul style="list-style-type: none"> Succinctly describe the proposed project, including goals, approach, and methods. Provide sufficient detail on each to evaluate the likelihood of project success. <p>Rationale</p> <ul style="list-style-type: none"> Describe the contribution your proposed project is expected to make toward developing the PI's and Co-Is' research programs and the achievement of Michigan Tech and unit strategic plans. Funding for new equipment should not be the main focus of any proposal except those in the PHF-REF-IE category. If you include a request for funding for a new piece of equipment, carefully justify why you need it for the project and, if it exists elsewhere on campus, why you cannot use that equipment in another lab. <p>Impact</p> <ul style="list-style-type: none"> Include a clear explanation of how the proposed work will enhance your ability to get future externally-sponsored funding. 	4
Budget	<p>Budget</p> <ul style="list-style-type: none"> Include an itemized budget spreadsheet (found on the Vice President for Research forms webpage). Budget must include any cost-share from start-up or other sources. 	1
Budget Justification	<p>Budget justification</p> <ul style="list-style-type: none"> Undergraduate and graduate students may be included as hourly summer employees only. Briefly describe what work any students will perform. Describe the different types of supplies and services included and explain why they are needed for the project. Describe the cost and purpose of each planned trip. Describe any equipment being purchased and the purpose it will serve. Equipment requests over \$5,000 must include a quote from the vendor. 	1
Existing Resources	Describe the existing resources available to the investigator(s) to complete the proposed work. For REF-RS, include an explanation of how you used or are using any start-up funds toward this or another project. Provide your startup index number.	1
References	List all references cited in the proposal.	2
Two Page CV	Include for the PI and all Co-Is. You may use any format (ie. Digital Measures, NSF, NIH).	2 pages for each PI & Co-I
Letter of Support	<p>Institute/Center - If an Institute or Center is providing cost-share or other resources for your project, give them a copy of the final proposal and ask them to send a letter of support directly to the ref-l@mtu.edu.</p> <p>Department/College - Obtain a letter of support that includes any cost-share from your unit chair (or, for COB and CFRES, dean) and include it with the final proposal. If you are receiving cost-share from the COE or CSA dean provide documentation of this commitment.</p>	2 pages for each letter

The proposal must be formatted according to the following guidelines or it will be returned without review:

- Single-spaced with 12 point Times New Roman font. Note: a smaller but legible font size may be used for mathematical formulas, equations, figures, tables, or diagram captions.
- Use at least one-inch margins. Include bottom centered page numbers on the main proposal document (Abstract through Reference section).