**APPLICATION CHECKLIST**

**[ ]  Part 1** Applicant (and supervisor, if applicable) information

[ ]  **Part 2** Application details, including Budget Summary (this document)

[ ]  **Part 3** Project Summary (this document)

[ ]  **Part 4** Signatures (this document, 1 page maximum)

[ ]  **Part 5** Research Proposal (this document, 2 pages maximum)

[ ]  **Part 6** References(this document, 1 page maximum)

**An electronic version of this completed application form, as a single pdf document, needs to be submitted online by 5 p.m., January 25, 2020**

**PART I APPLICANT INFORMATION**

|  |
| --- |
| **TO BE COMPLETED BY THE APPLICANT** |
| **FAMILY NAME:** | **GIVEN NAME (S):** |
| **CHOSEN NAME:** | **EMAIL:** |
| **DEPARTMENT:** | **ID:** |
| **RANK:**[ ]  UNDERGRAD STUDENT [ ]  GRAD STUDENT [ ]  POSTDOCTORAL RESEARCHER [ ]  RESEARCH ASSOCIATE [ ]  INSTRUCTOR [ ]  PROFESSOR  |
| **TERM OF APPOINTMENT (i.e., start and end dates):**      |
| **NAME OF SUPERVISOR (If applicable):** | **SUPERVISOR’S DEPARTMENT (If applicable):** |
| **SUPERVISOR’S RANK (If applicable):**[ ]  INSTRUCTOR [ ]  PROFESSOR [ ]  POSTDOCTORAL RESEARCHER [ ]  RESEARCH ASSOCIATE  |

**PART 2 APPLICATION DETAILS**

|  |
| --- |
| **TITLE OF PROJECT:** |
| **PROPOSED START DATE:** |
| **BUDGET SUMMARY**Please complete only the rows that are related to your proposal. |
| **EXPENSE** | **AMOUNT** |
| Materials and Supplies |       |
| Land use fees |       |
| Field labor and other field experimental maintenance costs |       |
| Other |       |
| **TOTAL** |       |

|  |
| --- |
| **BUDGET DESCRIPTION:**Please provide a **one-page** budget justification that explains, in detail, the budget that has been requested.  |

**PART 3 (One (1) page max.) PROJECT SUMMARY**

|  |
| --- |
| **Please provide a brief summary of your proposal that is suitable for release to the public:** |

**PART 4 SIGNATURES**

|  |
| --- |
| **SIGNATURES:****The Associate Dean of Research attests that the applicant’s position holds an expectation of research.** |
| **APPLICANT:** | **DATE:**      |
| **APPLICANT SUPERVISOR (IF APPLICABLE):**      | **DATE:**      |

**PART 5 RESEARCH PROPOSAL**

Times New Roman Font Size 12, maximum 6 lines per inch, ¾” margins all around. (2 pages maximum).

Please make sure that your proposal includes:

* A Rationale in which the central problem or question addressed is explained
* A Methodology section
* A Significance section that explores the broader impacts of the proposed research

**PART 6 REFERENCES**

(1 page maximum, citation style must be homogeneous)

Times New Roman Font Size 12