

RESEARCH EXCELLENCE FUND (FY2010)

REQUIRED ELEMENTS CHECKLIST

DUE FEBRUARY 25, 2010 BY 4 PM

DATE SUBMITTED _____

Amount Requested _____

PI _____ email _____@mtu.edu Phone 7- _____

PROJECT TITLE _____

Please review the checklist below before final submission of your proposal.

Be sure that you have included ALL the necessary requirements before submitting this proposal.

**With an expectation of a heavy volume of submissions for this competition,
please adhere to all guidelines including the proposal format.**

- | | | |
|---|---|---|
| <input type="checkbox"/> REF-IE (5 pgs) | <input type="checkbox"/> REF-RS (7 pgs) | <input type="checkbox"/> REF-Mentor (5 pgs) |
| <input type="checkbox"/> Submission Summary Form | <input type="checkbox"/> Submission Summary Form | <input type="checkbox"/> Submission Summary Form |
| <input type="checkbox"/> Transmittal Form | <input type="checkbox"/> Transmittal Form | <input type="checkbox"/> Transmittal Form |
| <input type="checkbox"/> Project Summary | <input type="checkbox"/> Project Summary | <input type="checkbox"/> Project Summary |
| <input type="checkbox"/> Project Description | <input type="checkbox"/> Project Description | <input type="checkbox"/> Project Description |
| <input type="checkbox"/> Rationale | <input type="checkbox"/> Rationale | <input type="checkbox"/> Rationale |
| <input type="checkbox"/> References cited | <input type="checkbox"/> References cited | <input type="checkbox"/> References cited |
| <input type="checkbox"/> Approved Budget * | <input type="checkbox"/> Approved Budget * | <input type="checkbox"/> Approved Budget * |
| <input type="checkbox"/> Budget Justification | <input type="checkbox"/> Budget Justification | <input type="checkbox"/> Budget Justification |
| <input type="checkbox"/> Existing Resources | <input type="checkbox"/> Existing Resources | <input type="checkbox"/> Existing Resources |
| <input type="checkbox"/> COS or Digital Measures
Expertise Profile** | <input type="checkbox"/> COS or Digital Measures
Expertise Profile** | <input type="checkbox"/> COS or Digital Measures
Expertise Profile** |
| | <input type="checkbox"/> Supporting Letter (Chair) | <input type="checkbox"/> Supporting Letter (Chair) |
| | | <input type="checkbox"/> Off Campus Mentor Letter |
| Supporting Letter (Dean)
(Dean will send to VPR Office) | Supporting Letter (Dean)
(Dean will send to VPR Office) | Supporting Letter (Dean)
(Dean will send to VPR Office) |

* You will need to create and submit your budget to Sponsored Programs Office (487-2225). They will work with you to finalize an approved budget and they will forward a copy to the VP for Research Office where it will be attached to your REF proposal.

**An up-to-date profile is a requirement and an expectation of the selection committee. A complete proposal packet must contain a copy of your updated COS or Digital Measures profile.

If you do not remember your userid and/or password, contact ldstark@mtu.edu and this information will be sent to you. If you have questions regarding Digital Measures, visit this web link: http://www.admin.mtu.edu/admin/prov/act_insight.htm