Research Excellence Fund Required Elements Checklist

Research Seed Grant (REF-RS)   **Scholarship & Creativity Grant (REF-SCG)**

PI   **Email**   **Phone**   **Amount Requested $**

Project Title

If the PI has received prior REF funding, please indicate the year and program

Please review the checklist below before final submission of your proposal. All elements <u>must be included</u> in a single PDF file in Cayuse in the correct order for submission. See the [Michigan Tech Research Excellence Fund webpage](#) for complete instructions.

Required Elements	Required Element Description	Max # of Pages
Proposal Initiation	[Notice of Intent to Submit form](#) submitted. Proposal created in Cayuse with Michigan Technological University/VPR selected as the sponsor. Proposal created in Cayuse with correct project title prefix (e.g., REF RS:) and proposal certified by PI(s) and required approvers and affiliated center (if any)	N/A
Completed Checklist	Include a copy of this completed checklist as the first page in your proposal.	1
Abstract	Include the project title & the Principal Investigator (PI) and any Co-Investigators' (Co-PI) names, including departments and email addresses. Include a proposal abstract – a summary of the proposed project up to 300 words (strictly enforced).	1
Proposed Project	See Required Outline on the [Program Details and Submission Instructions](#) page. Separate sections titled Description, Rationale, and Impact must be included. Be sure to address the connection of your project to university and/or unit strategic plans and/or Tech Forward initiatives.	4
Budget	Budget ● Include a PDF of the [itemized budget spreadsheet](#) (found on the Vice President for Research forms webpage) in your full proposal PDF package. Budget **must** include any cost share that is proposed, detailed in proposed expenditure categories for each cost-shared expenditure in the cost share column. ● Please also attached the final excel budget spreadsheet to the "attach the budget" section in Cayuse.	N/A
Budget Justification	Budget justification ● See submission instructions for specific restrictions related to personnel salaries. All salaries should be well-justified. ● Clearly outline the need for all costs proposed in each category (e.g., travel, supplies). ● Describe any equipment being purchased and the purpose it will serve. Equipment requests over $5,000 must include a quote from the vendor as an attachment (not subject to the 1 page budget justification limit).	1
Existing Resources	● Describe the existing resources available to the investigator(s) to complete the proposed work, including any IRAD funds managed by the PI. ● Include an explanation of how you used or are using any start-up funds (if any) toward this or another project. Provide your startup index number. ● If no IRAD and/or start-up account is available, state this clearly in this section.	1
References	List all references cited in the proposal. No specific format is required.	N/A
CVs for each PI/co-PI	Include for the PI and all Co-Is. You may use any format (ie. Digital Measures, NSF, NIH).	Up to 3 pages for each PI & Co-PI
Letter(s) of Commitment	You must include a letter of commitment from any entity promising cost share, listing the exact amount of cost share they are providing. Other letters of commitment are optional but may be included.	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 References section).