

**Research Excellence Fund – Research Seed Grants (REF-RS)
 Portage Health REF-RS (PHF-REF-RS)
 Required Elements Checklist**

PI _____ Email _____@mtu.edu Phone 7- _____ Amount Requested \$ _____

Project Title _____

Please review the checklist below before final submission of your proposal. Be sure that you have included ALL the necessary requirements in the correct order before submission.

<input type="checkbox"/> Required Elements Checklist		1 page
<input type="checkbox"/> Abstract	Project Title. Investigator(s). The investigators names, including their departments and email addresses. Proposal Summary. A short, 300 word summary of the proposed project.	1 page
<input type="checkbox"/> Proposed Project	Description <ul style="list-style-type: none"> Description of the proposed project, its goals, and a description of the approach and methods that is succinct, but sufficient to evaluate the likelihood of success. Rationale <ul style="list-style-type: none"> The contribution to enhancing research capacity and graduate studies, the contribution to the achievement of the Michigan Tech and unit strategic plans, and whether the university has or did have the equipment being requested. Clarify why a new piece is necessary. Equipment purchases need clarification as to why this is a research seed grant and not an infrastructure enhancement grant. The PI need/benefit must be clearly justified. Impact <ul style="list-style-type: none"> A clear explanation of the future impact of the proposed work. 	4 pages
<input type="checkbox"/> Human Health Impact Statement	If applying for PHF-REF funds , a clear statement of impact (one-page maximum) relevant to the five Portage Health Foundation pillars is required. This section should also clearly describe project timeline and plans to secure funding from NIH and related agencies or foundations.	1 page
<input type="checkbox"/> Budget and Budget Justification	A budget total and a short description of the need for each budget item, including the use, source, and amount of any other (non-REF) funding. <ol style="list-style-type: none"> Supplies and services need to be outlined in sufficient detail for the committee to determine how you arrived at your estimate. Travel detail: all travel costs over \$1,500 must include hard copy back-up documentation for expenditures outlined, i.e. estimated airline travel costs (from United Airlines website), Michigan Tech per diem calculated, conference information and fee documentation. In other words, each trip should have a travel expense estimate along with supporting documentation. The committee wants to easily see where you are traveling to, benefits of the travel, and how you arrived at your estimates. Equipment requests must include a quote from the vendor when in excess of \$5,000. 	2 pages
<input type="checkbox"/> Existing Resources	A description of existing resources available to the investigator(s) to complete the proposed work.	1 page
<input type="checkbox"/> References	References cited in the proposal.	1-2 pages
<input type="checkbox"/> Two page vitae	A complete proposal packet must contain a current profile for each investigator. You may use any format (ie. Digital Measures, NIH), but please keep the length at a maximum of two (2) pages. Digital Measures can be found online.	2 pages for each PI
<input type="checkbox"/> Letter of Support	Institute/Center/School - Submit one copy of the final proposal to the appropriate Dean or Director for review. The Dean or Director will submit their letter of support directly to the VP Research Office. College - Obtain letter of support from the appropriate Chair(s) and include with the final proposal. Submit one copy of the final proposal, including the letter of support from the Chair(s), to the appropriate Dean for review. The Dean will submit their letter of support directly.	1-2 pages for each letter

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

- Times New Roman font at a font size of 12 points. (If you do not have access to this font, contact your systems administrator). Note: a smaller font size may be used for mathematical formulas, equations, figures, tables, or diagram captions. This text must still be readable.
- Margins in all directions must be at least one inch.
- The proposal must be single spaced.
- Page numbers should be placed at the bottom center of each page with the exception of attachments, i.e. profiles from [Digital Measures](#), letters, etc.