

## Shared Facilities Funding Request Required Elements Checklist

Shared Facility Manager \_\_\_\_\_ Email \_\_\_\_\_@mtu.edu Phone 7- \_\_\_\_\_

Shared Facilities provide the University with critical resources. They are eligible to apply for funds to cover costs associated with research facilities, like replacing and maintaining equipment.

Please include the appropriate documentation as described below as it is critical requirement for funding decisions.

<input type="checkbox"/> Required Elements Checklist	
<input type="checkbox"/> Introduction	Describe what is being requesting
<input type="checkbox"/> Funding Request Linked to Shared Facility	Describe how what is being requested fits into the Shared Facility
<input type="checkbox"/> Expected Outcomes	If funded, what are the expected outcomes from your funding request
<input type="checkbox"/> Budget	
<input type="checkbox"/> Budget Justification	A short description of the need for each budget item, including the use, source, and amount of any other funding
<input type="checkbox"/> Safety Inspection Report	Link to the Safety Inspection Report
<input type="checkbox"/> Yes	Is this proposal eligible for the Portage Health Foundation funds?

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. The 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

Note: To be eligible to request funding, the Shared Facility must be approved prior to November 1<sup>st</sup> in order to apply for funding the following March.