

Research Excellence Fund Required Elements Checklist

Research Seed Grant (REF-RS)

Scholarship & Creativity Grant (REF-SCG)

PI _____ Email _____ Phone _____ Amount Requested \$ _____

Project Title _____

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

Required Elements Checklist	Required Element Description	Maximum Number of Pages
Transmittal	The Michigan Tech Transmittal document should be sent as a separate PDF file when your complete PDF proposal document (encompassing all below checklist items) is sent to ref-l. All PIs and co-PIs and their supervisors need to sign. Sections I, II, III, and IV must be filled out. DO NOT submit the transmittal directly to Sponsored Programs.	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-I) names, including departments and email addresses. Include a proposal abstract – a summary of the proposed project up to 300 words.	1
Proposed Project	<p><i>Description</i></p> <ul style="list-style-type: none"> Succinctly describe the proposed project, including goals, approach, and methods. Provide sufficient detail on each to evaluate the likelihood of project success. <p><i>Rationale</i></p> <ul style="list-style-type: none"> Describe the contribution your proposed project is expected to make toward developing the PI's and Co-Is' research programs. Funding for new equipment should not be the main focus of any proposal. If you include a request for funding a new piece of equipment, justify why you need it for the project and, if it exists elsewhere on campus, why you cannot use that equipment in another lab. <p><i>Impact</i></p> <ul style="list-style-type: none"> Include a clear explanation of how the proposed work will enhance your ability to get future externally-sponsored funding. Describe the contribution your project will make toward the <u>University</u> and/or unit strategic plans and/or Tech Forward initiatives. 	4
Budget	<p>Budget</p> <ul style="list-style-type: none"> Include an <u>itemized budget spreadsheet</u> (found on the Vice President for Research forms webpage). Budget must include any cost-share from start-up or other sources. 	1
Budget Justification	<p>Budget justification</p> <ul style="list-style-type: none"> Graduate students may be included as hourly summer employees only. Briefly describe what work any students will perform. Describe the different types of supplies and services included and explain why they are needed for the project. Describe the cost and purpose of each planned trip. Describe any equipment being purchased and the purpose it will serve. Equipment requests over \$5,000 must include a quote from the vendor. 	1
Existing Resources	<ul style="list-style-type: none"> Describe the existing resources available to the investigator(s) to complete the proposed work. For REF-RS, include an explanation of how you used or are using any start-up funds toward this or another project. Provide your startup index number. 	1
References	List all references cited in the proposal.	2
Two Page CV	Include for the PI and all Co-Is. You may use any format (ie. Digital Measures, NSF, NIH).	2 pages for each PI & Co-I
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.	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).