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 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	Required Element Description	Max # of Pages
☐ 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).