

INTERNAL RESEARCH AWARD APPLICATION CHECKLIST

General or budget related questions can be directed to: Anthony Dellinger at ALDELLIN@uncg.edu or Barbara Hemphill at BBHEMPHI@uncg.edu. Technical support questions related to InfoReady can be directed to: Katy Molony at KMCARLSO@uncg.edu

☐ SIGNATURE PAGE

- ☐ Applicant & Co-Applicant (if applicable) signatures
- ☐ Chair/Head/Director signature for each applicant
- ☐ Dean (or designee) signatures for each applicant

☐ PROPOSAL

- ☐ Be sure you have adhered to the page limits and used the correct font, spacing, and margins (12-point Times New Roman or 11-point Arial font, 1-inch margins, single space).
- ☐ Provided Progress of Research and/or Creative Activity since last internal grant (1-page limit) or indicate Not Applicable (N/A) if no previous internal funding was received.
- ☐ Provided all the sections listed below in the proposal narrative (4-page limit):
 - ☐ Non-technical summary (1/2 page);
 - ☐ Background and significance (1 1/2 pages maximum);
 - ☐ Project design and procedures (1 3/4 pages);
 - ☐ Project timeline (1/4 page);
 - ☐ Reference list (not included in page limit).
- ☐ If this is a resubmission, include response to reviewers' comments (1 page; separate clearly labeled).

☐ OTHER SUPPORT (separate, clearly labeled page)

- ☐ Prior internal support from last five years;
- ☐ Planned external support; and
- ☐ Previous external support and grants submitted in last 2 years.

☐ CURRICULUM VITAE (no more than 3-pages per applicant)

☐ BUDGET SUMMARY & JUSTIFICATION

- ☐ Budget summary on provided excel worksheet form; and
- ☐ Clear and complete narrative justification for all budgeted items.

InfoReady Review will acknowledge receipt of your application.

Please do not include additional materials or appendices, with the exception of letters ensuring access to research participants or materials.