Office of Research and Sponsored Programs
Faculty Research Program Application Checklist

Eligibility:
• Regular full-time, tenure-track faculty

Application Formatting:
• 10 or 12 pitch Courier or Times New Roman font
• Single spacing in body with double-spacing to divide sections
• Left justified with indented paragraphs
• Three-page maximum length

Proposal Content:
• Abstract (250 words maximum)
• Rationale for Project, including Introduction, Problem Statement, and Significance of Research
• Objectives
• Methods
• Scope of Work, including timeline
• Evaluation
• Budget and Budget Narrative (maximum $2,000)
• Key Personnel, including vitae