

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