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Description automatically generated

**Research Awards & Fellowships Program**

**Proposal Cover Sheet**

Full Proposal Deadline: January 19, 2023

PI Name:       Title:

Department:       College:       Mail Stop:

Co-I Name:       Title:

Department:       College:       Mail Stop:

Project Title:

Your faculty appointment is 9-month  10-month  11-month  12-month

Check the box below that best describes the field to which this proposal belongs.

Arts, Music, History, Humanities

Social Sciences, Social Services, Business, Economics, Education, Law

Natural Sciences, Mathematics, Engineering, Technology

**Assurance of Compliance**

Does project involve human subjects? Yes  No

If Yes, IRB submission date **OR** approval date mm/dd/yyyy

Does project involve animals? Yes  No

If Yes, IACUC submission date **OR** approval date mm/dd/yyyy

Does project involve biohazards? Yes  No

If Yes, IBC submission date **OR** approval date mm/dd/yyyy

**Funds Requested – consider using the** [**simple Excel sheet**](https://www.utoledo.edu/research/rsp/urfo/docs/URFO%20Budget%20template.xlsx)**!**

$       Fellowship (maximum six weeks salary + fringe benefits)

$       Other Personnel

$       Nonpersonnel Expenses

$       **Total (Not to exceed $20,000)**

**Endorsements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PI Signature with rank |  | | | Date |
| mm/dd/yyyy |
| Co-I Signature  with rank |  | | | Date |
| mm/dd/yyyy |
| PI | Dept. Chair | Name Typed: | Signature: | Date: mm/dd/yyyy |
| Dean | Name Typed: | Signature: | Date: mm/dd/yyyy |
| Co-I | Dept. Chair | Name Typed: | Signature: | Date: mm/dd/yyyy |
| Dean | Name Typed: | Signature: | Date: mm/dd/yyyy |

**Contents of Package: [number all pages]**

Cover Page Pages 1-2

Abstract (250 words maximum, single spaced) Page 3

Project Description, 6 pp maximum, double spaced, including Pages 4-

1. A statement of the significance of the problem and its impact on the field of study
2. A statement describing the innovative aspects of the proposed studies
3. A section outlining the specific goals of the project and how they will be accomplished
4. A description of the studies to be completed, including preliminary results if any
5. Expected outcomes
6. Plans for seeking additional funding

**Required but not within 6-page limit:**

Cited Literature References (2 pages maximum, single spaced) Page

Budget and Budget Justification (2 pages maximum) Page

Biosketch (2 pages maximum – use provided template) Page

Final Reports for any URFO awards for the past five years Page

**NOTE:** No appendix material will be accepted

*Reviewers will not necessarily be experts on your topic, so you must write for a general, PhD-level audience.*

**Submit a complete PDF of the proposal containing all required elements by 11:59 pm on the deadline date via e-mail to** [**urfo@utoledo.edu**](mailto:urfo@utoledo.edu)**. Hard copy submission is not required; however, the Research Council reserves the right to request the hard copy proposal with original signatures. Please be sure to maintain the hard copy proposal with original signatures.**

Please list any start-up or other university funds:

Persons who should not be asked to review this proposal: