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Description automatically generated**

**deArce-Koch Memorial Endowment Fund   
in Support of Medical Research and Development**

**Proposal Cover Sheet**

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

**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 $25,000)**

**Endorsements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PI Signature |  | | | Date |
| mm/dd/yyyy |
| Co-I Signature |  | | | 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 statement describing impact of this award on the PI and program
4. A section outlining the specific goals of the project and how they will be accomplished
5. A description of the studies to be completed including preliminary results if any
6. Expected outcomes
7. 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

Summary of Comments Received on Unfunded Grant Applications Page

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

**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: