



## OHIO UNIVERSITY RESEARCH COMMITTEE

## APPLICATION CHECKLIST

Applicants **must** complete and sign the checklist. The checklist should be included as the second page of the application (following the cover page).

- |   |   |
|---|---|
| <input type="checkbox"/> Cover page   | use OURC form   |
| <input type="checkbox"/> Checklist  | use OURC form   |
| <input type="checkbox"/> Abstract*  | 1 double-spaced page  |
| <input type="checkbox"/> Introduction ( <b><i>For Re-submissions Only</i></b> )*                                  | 1 double-spaced page  |
| <input type="checkbox"/> New Project Description ( <b><i>For Established Applicants Only</i></b> ) <sup>†</sup> * | 1 double-spaced page  |
| <input type="checkbox"/> Discussion   | 10 double-spaced pages  |
| <input type="checkbox"/> Glossary/Definition of Terms* ( <b><i>Not required</i></b> )                             | 2 double-spaced pages   |
| <input type="checkbox"/> Bibliography ( <b><i>Not required</i></b> )  | 3 pages   |
| <input type="checkbox"/> Biographical information ( <b><i>Applicant(s) and key personnel</i></b> )                | 3 pages per person  |
| <input type="checkbox"/> Other Support ( <b><i>Applicant(s) and key personnel</i></b> )                           | 1 page per person   |
| <input type="checkbox"/> Budget and Justification   | no limit specified  |
| <input type="checkbox"/> Appended Materials   | 10 pages  |
| <input type="checkbox"/> Appended Electronic Materials  | No more than 10 minutes of footage  |
| <input type="checkbox"/> Electronic copy of proposal  | Single file, containing entire proposal (not including appended electronic materials) |
| <input type="checkbox"/> Original hard copy of proposal   | 1 original hard copy (with signatures)  |
| <input type="checkbox"/> Recommended Reviewers  | 5 required  |

\* These sections should be written in language understandable by an informed layperson to assist the committee in its review. Established applicants (†) are faculty members who have tenure and have been at the university at least three years or administrators who have been at the university at least five years.

**\*\*Please Note: Proposals that do not conform to these format and section requirements will be returned without review by the committee. \*\***

Applicant signature: \_\_\_\_\_