

Baker Fund Proposal 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 Baker form |
| <input type="checkbox"/> Checklist | use Baker form |
| <input type="checkbox"/> Abstract* | 1 double-spaced page |
| <input type="checkbox"/> Introduction (<i>for continuations or resubmissions only</i>)* | 1 double-spaced page |
| <input type="checkbox"/> Discussion | 10 double-spaced pages |
| <input type="checkbox"/> Glossary/Definition of Terms* (<i>not required</i>) | 2 double-spaced pages |
| <input type="checkbox"/> Bibliography (<i>not required</i>) | 3 pages |
| <input type="checkbox"/> Biographical Information (<i>applicant(s) and key personnel</i>) | 3 pages per person |
| <input type="checkbox"/> Other Support (<i>applicant(s) and key personnel</i>) | 1 page per person |
| <input type="checkbox"/> Budget and Justification | no limit specified |
| <input type="checkbox"/> Appended Materials | 10 pages; no more than 10 minutes of footage |
| <input type="checkbox"/> Recommended Reviewers | 5 required |
| <input type="checkbox"/> Electronic copy of proposal | Single Acrobat file, containing entire proposal and required signatures |

* These sections should be written in language understandable by an informed layperson to assist the committee in its review.

****Please note: The committee has the right to return without review any proposals that do not conform to these format requirements.****

Applicant signature: _____