

Ohio University Research Council 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).

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|---|---|
| <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 (<i>for resubmissions only</i>)* | 1 double-spaced page |
| <input type="checkbox"/> New Project Description (<i>for established applicants 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. 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: The committee has the right to return without review any proposals that do not conform to these format requirements.****

Applicant signature: _____