

## 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).

- |   |   |
|---|---|
| <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> <sup>†</sup> )* | 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 (<sup>†</sup>) 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: \_\_\_\_\_