UDRF APPLICATION TEMPLATE AND INSTRUCTIONS

——————— PROPOSAL DEADLINE: February 1, 2022 ———————

Please complete the following form when applying to the University of Delaware Research Foundation's seed grant programs. All UDRF proposals should be single-spaced using 11-point Arial font with one-inch margins.

Beginning this year, submission and post award processes have changed. Specifically, applicants do not need to generate a PeopleSoft proposal at time of proposal submission. If your proposal is selected for funding, detailed instructions for PeopleSoft submission will follow. Please refer to the appropriate sections in this document for further details.

Questions may be directed to **researchdev@udel.edu.**

SUBMISSION CHECKLIST:

☐ Completion of this template cover page including preliminary budget information

☐ Executive Summary (Maximum one-page)

☐ Project Description (Maximum three-pages)

☐ References (Maximum two-pages)

☐ Budget Justification (Maximum one-page)

☐ Appendix for lead PI's CV (Maximum two-pages)

☐ Appendix for lead PI's Current & Pending Support

Name, department/college of the principal investigator:
Name of submitting unit if different than PI's department/college listed above.

Please list the name(s) of any Research Institute(s) or Center(s) involved in the project.

Name(s), department(s)/college(s) of UD co-investigators:

Title of the project:

BUDGET

Fill in the provided budget table. A detailed yearly budget will be requested if awarded. For budget considerations and restrictions, refer to the published UDRF guidelines on the Research Office website.

Budget Category	Sponsor	Required Cost Share	Total Budget
Senior Personnel Salary			
Graduate Student Salary			
Undergrad Student Salary			
Other Personnel Salary			
Fringe Benefits			
Supplies & Materials			
Travel			
Other			
Total Cost			

PROPOSAL EVALUATION

The primary purpose of a UDRF research grant is to further the professional development of the recipient. To be selected for funding, the proposal must show:

- **Intellectual Merit:** Does the proposal encompass the potential to advance knowledge and understanding in their domain? (30%)

- **Broader Impacts:** Does the proposal have the potential to benefit society and contribute to the achievement of specific, desired societal outcomes? (15%)

- **Incremental vs. New Idea:** Does the proposed research posit transformational innovation over incremental improvements (15%)

- **Likelihood of Completion:** Can the proposal be completed in 1-2 years? (10%)

- **Likelihood of Future External Funding:** Does the proposal include clear achievable goals within the proposal timeline which will likely lead to new external funding (e.g., NIH, NSF, DoE, DoD, USDA, State, Foundations, Private Sector, etc.)? (20%)

- **Clarity of Presentation** (10%)

PROPOSAL COMPONETS

For detailed information about the Executive Summary and Project Description requirements, refer to the published **UDRF guidelines** found on the Research Office website. Additional information such as the References, Budget Justification, CV, and C&P should be combined with this proposal template. The entire template should be submitted as one PDF file. Incomplete applications will be returned without review.

Required Sections:
- Executive Summary (Maximum one-page)
- Project Description (Maximum three-pages)
- References (Maximum two-pages): Use the format accepted for bibliographic references in your discipline.
- Budget Justification (Maximum one-page): Provide detailed justification for budget items listed in the budget table. Reference **UD's budget justification template** here.
- Appendix, Curriculum Vitae (Maximum two-pages)
- Appendix, Current & Pending Support: Include all current and pending support, including this project, for ongoing projects, and for any proposal currently under consideration. Each project entry should include the following information:
   - Project Title
   - Status of Support: Current/Pending
   - Source of Support
   - Project/Proposal Start and End Dates
   - Total Award Amount