UNIVERSITY OF DELAWARE RESEARCH FOUNDATION
APPLICATION TEMPLATE AND INSTRUCTIONS

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.

PLEASE NOTE: submission and post award processes have changed. Specifically, applicants do not need to generate a PeopleSoft proposal at the time of proposal submission. If the proposal is selected for funding, detailed instructions for PeopleSoft submission will follow.

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 PI and Co-PIs NSF-style Biosketch

- [ ] Appendix for PI and Co-PIs NSF-style Current & Pending Support

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

Please list the name(s) of any Research Institute(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	Amount from Sponsor	Amount Required for Cost Share	Total Budget Amount
Senior Personnel Salary			
Graduate Student Stipend/Wage			
Undergrad Student Wage			
Other Personnel Salary			
Fringe Benefits			
Supplies & Materials			
Travel			
Other Direct Costs			
Total Direct Costs			

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, Biosketches, and C&Ps should be pasted in or combined with this proposal template. The entire proposal package 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, PI and co-PI NSF-style Biosketches

- Appendix, PI and co-PI NSF-style Current & Pending Support