UDRF-SI APPLICATION TEMPLATE AND INSTRUCTIONS

Please complete the following form when applying to the University of Delaware Research Foundation's seed grant programs. All UDRF-SI 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's CV (Maximum two-pages)

☐ Appendix for PI's Current & Pending Support

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

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-SI guidelines on the Research Office website.

Budget Category	Sponsor	Required Cost Share	Total Budget
Senior Personnel Salary			
Grad Student Stipend/Wage			
Undergrad Student Wage			
Other Personnel Salary			
Fringe Benefits			
Supplies & Materials			
Travel			
Other Direct Costs			
Total Project Cost			

PROPOSAL COMPONENTS

For detailed information about the Executive Summary and Project Description requirements, refer to the published **UDRF-SI guidelines** found on the Research Office website. Additional information such as the References, Budget Justification, CV, and C&P should be pasted in or combined with this proposal template. The 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 Curriculum Vitae (Maximum two-pages)

- Appendix, PI Current & Pending Support: Include all current and pending support, including this project, for ongoing projects, and any proposals currently under consideration. Each project entry should include the following information:

    "Project Title"
    Status of Support: Current, Pending or Planned
    Source of Support
    Project/Proposal Start and End Dates
    Total Award Amount