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, 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 and Co-PI's CVs (Maximum three-pages each document)

☐ Appendix for PI and Co-PI's Current & Pending Support documents

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 (Co-PIs must be at UD):

Title of the project:

BUDGET

Complete this budget table. A detailed yearly budget will be requested if the proposal is awarded. For budget considerations and restrictions, refer to the published UDRF-SI guidelines on the Research Office website. Maximum budget allowed is $55,000.

Budget Category	Cost
Graduate Student Stipend/Wage	
Undergrad Student Wage	
Other Personnel Salary [Not PI or Co-PI(s)]	
Fringe Benefits	
Supplies, Equipment and Materials	
Travel	
Participant Support Costs	
Other Direct Costs	
Total Project Costs	

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; must include Overview, Intellectual Merit, and Broader Impacts)
- Project Description (Maximum three-pages; must include a timeline and a brief paragraph describing the Mentoring Plan for mentoring the untenured PI)
- 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 Curriculum Vitaes (Maximum three-pages each)
- Appendix, PI and Co-PI Current & Pending Support: Include all current and pending support, including this project, for ongoing projects, and any proposals currently under consideration (excluding departmental start-up funds). 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