UNIVERSITY OF DELAWARE RESEARCH FOUNDATION (UDRF) 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 will follow. 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 (in table)
- [ ] 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 NSF-style Biosketches (Maximum three-pages each)
- [ ] Appendix for PI's and Co-PI's NSF-style Current & Pending Support documents

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

Complete this table. A detailed budget will be requested if the proposal is awarded. For budget considerations and restrictions, refer to published UDRF guidelines on the Research Office website.

Budget Category	Cost
Senior Personnel Salary	
Graduate Student Stipend/Wage	
Undergrad Student Wage	
Other Personnel Salary	
Fringe Benefits	
Supplies, Equipment, & Materials	
Travel	
Participant Support Costs (use this line for REU)	
Other Direct Costs	
Total Direct Costs	

PROPOSAL COMPONENTS

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 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)
- 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