



GUR TEMPLATE AND INSTRUCTIONS

Please complete the following form when applying to the University of Delaware General University Research (GUR) program. All GUR proposals should be single-spaced using 11-point Arial font with one-inch margins. All required information should be combined with this proposal template and submitted as one PDF file. Incomplete applications will be returned without review.

PLEASE NOTE: 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
- ☐ Proposal (one-page executive summary; three-page project description)
- ☐ Timeline (Maximum one half-page)
- ☐ References (Maximum two-pages)
- ☐ Budget Justification (Maximum one-page)
- ☐ PI's and Co-PI's CVs/Biographical sketches
- ☐ PI's and Co-PI's Current & Pending Support (use of [SciENCv: Science Experts Network Curriculum Vitae](#) preferred)

PI's Academic Track is: ☐ Continuing ☐ Tenure

PI's Academic Rank is: ☐ Full Professor ☐ Associate Professor ☐ Assistant Professor

PI's Full Name:

PI's College:

PI's Department:

Name and Email of PI's Department Administrator:



List the name(s) of any Research Institutes/Centers/Core Facilities involved in the project:

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 GUR guidelines on the Research Office website.

Budget Category	Total Budget Amount
Personnel Salary*	
Graduate Student Stipend/Wage+	
Undergrad Student Wage+	
Fringe Benefits	
Supplies & Materials	
Domestic Travel	
Other Direct Costs	
Total Direct Costs	

* Fringe benefits are not included for PIs with nine-month appointments.

+ Fringe benefits are required for graduate and undergraduate student wages.

PROPOSAL COMPONENTS

All components should be single-spaced using 11-pt Arial font with one-inch margins.

- A. Executive Summary** (one page): The executive summary has three parts:
- 1) Overview:** The scope of the proposed activity.
 - 2) Significance of the problem:** how the scholarship addresses an unmet need of high importance or is an extraordinarily novel or creative innovation.
 - 3) Intellectual Merit** of the approach/plan: a concise summary of the plan, methods and activities and how they align with the significance of the problem.
- B. Project Description** (three pages): The Project Description should fully describe the plan for scholarship, with clear, achievable goals, and the significance of the problem. Please write for a reviewer with advanced training in an allied discipline who may not be an expert in your field. Figures and tables may be included. The Project Description must also address:



PROPOSAL COMPONENTS (Continued)

- 1) **Student Involvement:** the roles the student(s) will play and the research training opportunities the project will provide, appropriate to the project's scope.
 - 2) **PI Qualifications and Career Development:** how the work builds on the PI's background and will strengthen the PI's competitiveness for future extramural funding and other opportunities.
 - 3) **Resources:** how GUR funds and any other resources will be used strategically to support the work.
 - 4) **Future Sponsorship:** a clear plan for seeking extramural funding, naming the specific federal agencies, foundations, or other sponsors the PI will target and the timeline for submission.
- C. **Timeline** (one-half page): A narrative, chart, or infographic showing a clear, reasonable timeline for the proposed activities, with dates, tasks, milestones, and dependencies as applicable.
- D. **References** (two pages maximum)
- E. **Budget Justification** (one page maximum)
- F. **Biographical Sketch(es)** for the PI and any Co-PIs, using the federal Common Form generated in SciENcv (NSF or NIH version)
- G. **Current and Pending (Other) Support** for the PI and any Co-PIs, using the federal Common Form generated in SciENcv (NSF or NIH version)
- H. **Letter of Support** from the PI's direct supervisor

Combine all of the preceding documents (A through H) with the completed proposal template and submit them as a single PDF to the [InfoReady proposal management platform](#).