

1. COVER PAGE (USE TEMPLATE PROVIDED)

- ☐ Maximum 1 page
- ☐ Which Innovation Fund Subcategory fits this application?
- ☐ Title
- ☐ Names and departments of Faculty involved
- ☐ Summary or Abstract
- ☐ Total Funding amount requested
- ☐ Signature from department chair and/or supervisor

2. PROPOSAL NARRATIVE

- ☐ Maximum 5 pages (for Seed Award or Outreach Award) or 8 pages (for Implementation and Research Awards)
- ☐ Is the proposal written with a non-specialist audience in mind?
- ☐ Introduction: (1) Provides background summary of previous work with peer-reviewed citations; (2) Describes significance/value of the research; and (3) Outlines goals of the project
- ☐ Methods and Assessment: (1) Describes data collection; (2) Describes activities, experiments, surveys, and research tools; (3) Statement on IRB: Has the applicant applied for IRB already? Does applicant propose timeline and plan for IRB approval?
- ☐ Dissemination: Provides plan for dissemination inside USI community
- ☐ Timeline: Describes feasibility of project within one year; outlines anticipated start and end dates within one year project timeline
- ☐ Budget Justification: provide narrative justification for each item in budget. If project cost exceeds award funding, describe plans for other sources of funding. Does budget match the appropriate subcategory? (Seed Award: \$3,500; Outreach Award: \$4,000; Innovation and Research Awards: \$2,500-\$5,000).

3. BUDGET WORKSHEET (USE TEMPLATE PROVIDED)

- ☐ Thoroughly complete the budget worksheet and attach it to your proposal. Be sure to also complete the budget sheet in Cayuse.

4. LITERATURE CITED

- ☐ Includes relevant, peer-reviewed resources