

SCIENCE, ENGINEERING, EDUCATION RESEARCH GRANT AWARD (SEERGA) PROPOSAL CHECKLIST

1. TITLE PAGE & PROJECT SUMMARY (USE TEMPLATE PROVIDED)

- ☐ Includes Brief Description of project targeted at a non-specialist audience.

2. PROJECT PROPOSAL

- ☐ 5 page maximum
- ☐ Introduction
 - Provides background summary of previous work with peer-reviewed citations.
 - Describes significance/value of the research.
 - Connects research to applicant's previous work and future goals
- ☐ Goals/Objectives
 - Outline hypothesis.
 - Describe the outline of the project, including specific goals/objectives.
- ☐ Methodology or Procedures
 - Describe exactly how hypothesis will be tested.
 - Include equipment, materials supplies necessary.
 - Describe how students will contribute.
- ☐ Collaborations
 - If applicable.
 - One-page description of the role of each non-tenured faculty member.
- ☐ Timeline
 - Outline specific start date and end date that meets the 1-year grant period, starting July 1 after grant award begins.
 - Outline goals for each semester of the project.
- ☐ Evaluation/Dissemination: Describe publication and presentation plans.

3. LITERATURE CITED

- ☐ 1 page maximum

4. BUDGET (USE BUDGET WORKSHEET PROVIDED)

- ☐ Complete associated budget form.
- ☐ Does budget stay within the \$5,000 maximum or outline other funding sources for any overage?
- ☐ Budget must be accurately entered into Cayuse.

5. BUDGET JUSTIFICATION

- ☐ 2 page maximum
- ☐ Provide narrative justification for each item listed in budget.

6. ABBREVIATED CURRICULUM VITAE

- ☐ 1 page maximum
- ☐ Include CV for each person participating in the project.

7. APPENDICES

- ☐ Letters from collaborators/community support, if applicable.
- ☐ Previous SEERGA grants with years, titles, final report letters, if applicable.