

# **Application Instructions**

## **College of Basic and Applied Sciences Research & Innovation Funding (CBAS RIF)**

### **Completing Your Application**

Submit your application using the Dynamic Form found on the CBAS RIF webpage. All application sections must be completed and all applications must adhere to the CBAS RIF guidelines listed on the CBAS RIF webpage.

### **Application Components**

#### **Applicant Information**

Fill in information (name, M#, email, department, and rank) for the RIF proposal PI.

#### **Project Information**

Provide the following information for the RIF proposal.

- i. Proposal title
- ii. Total RIF budget requested
- iii. Completed Budget Detail Form
- iv. RIF proposal abstract (<500 words)
- v. IRB and IACUC requirements

#### **Research Summary**

Upload the Research Summary document. This is a summary of the proposed research, including the following sections.

- i. Background and Significance – What is the importance of the research? How is it relevant and competitive for external funding?
- ii. Research Approach – Summarize the proposed research to be carried out with adequate detail understandable by researchers from diverse fields. Note that this should be focused on proposed research that will be funded by this RIF mechanism.
- iii. Short-Term and Long-Term Objectives – Briefly state how successfully completing the research proposed will increase the likelihood of successful funding of an original external funding proposal.
- iv. Applicant Experience and Qualification - Discuss the experience that makes the applicant qualified to successfully complete the proposed research.

The Research Summary should be maximum three pages single-spaced in Times New Roman 11-point font with normal margins. References are excluded from the page limit.

#### **Funding Support**

Provide all external and internal current and pending research support, including title, funding agency, role, amount, funding dates, and funding status. Also include information about any prior CBAS RIF awards.

### **Proposed External Funding Information**

In this section, provide information about an external funding opportunity that CBAS RIF support would seed preliminary data for. In other words, where will an external funding proposal be submitted following completion of CBAS RIF support?

- i. Name of the external funding agency
- ii. Name of the external funding opportunity
- iii. URL for the external funding opportunity RFP
- iv. Estimated submission date of a proposal to the external funding opportunity