

SUBMISSION: The online application, including all required attachments, must be submitted by **1 p.m. on the first Thursday of the spring semester**. Applicants and any co-investigators will be required to **certify and approve their application** for routing no later than **1 p.m. on the first Friday of the spring semester**. Applications that are incomplete, late and/or have not been certified or routed **will not** be forwarded for further review.

The FDRC Grant Application is an online form with space to upload additional files.

Online Form:

- **Principal Investigator & Co-Principal Investigator(s) Information**
 - Full Names
 - Positions/Titles
 - Departments
 - Details about FDRC awards received in the last five years, if applicable
- **Project Information**
 - Project Title
 - Amount Requested (maximum of \$6,000)
 - Abstract—a brief description of your proposed project (250 words)
 - IRB/IACUC/IBC approval information, if applicable
- **Budget Form and Justification**
 - Project budget
 - Detailed description of planned expenditures

File Uploads—Please upload PDF files:

- **Proposal Narrative**—Limit your narrative to no more than five (5) pages, double-spaced, using 1" margins, font size 11 or larger. Proposal narrative should consist of the following, labeled sections:
 - Statement of the Problem/Issue to be Addressed
 - Project Objectives
 - Plan to Accomplish Proposed Work
 - Project Feasibility
 - Project Impact
- **References/Bibliography**—Attach reference cited in the narrative and/or a bibliography that will inform the project.
- **Biographical Sketch**—The Biosketch or CV must not exceed three (3) pages and must keep to current and relevant publications, research support, positions/products, and honors.
- **Optional Documents**
 - IRB, IACUC, or IBC approval letters
 - Letter(s) of commitment from participating individuals/organizations
 - Communications/contract from publishers/editors
 - Images