

Instructions for CHE SRO Application

Name and Department. Individual and joint projects will be considered. Please identify all applicants and departments involved. Correspondence regarding the proposal will be addressed to the person whose name is listed first.

Title. Provide a short, descriptive title of the project.

Budget Itemization. Outline your request using the categories shown on the application. It is important that your two-page proposal narrative justify each proposed expenditure in sufficient detail for the Committee to understand its relevance to the project. Any proposal involving travel should include an itinerary from a travel agency detailing the budget and travel plans.

Extramural Support During Last Three Years and Proposals Submitted. List the title, source, and amount of all awards during the last three years (including those involving CHE SRO, USRG, FDA, startup packages, and extramural sources) as well as pending proposals for funding. Please attach a brief (one paragraph) report on the status/outcome of any CHE SRO funds awarded during the past three years.

Abstract or Brief Description of Proposed Project. The abstract should be limited to the space on the application form (*do not include this information on an attached page*). This section should be written with the understanding that some reviewers will not be from your discipline. Clarity and conciseness are important in the abstract.

Two-Page Narrative. The applicant should write a narrative on separate pages that clearly states the purposes, goals, and importance of the proposed activity. Also, be aware that not all reviewers will be completely familiar with the discipline or background of the proposed effort. In reviewing proposals, consideration is given to the importance of the proposed activity to the applicant's field, the applicant's ability to complete the work, and the probability that the work will lead to scholarly contributions such as publications, exhibitions, etc. Awards are contingent upon approval of the relevant University compliance committees for research involving vertebrate animals, biohazardous materials, radioactive materials, and/or humans, if appropriate.

CHE SRO proposals requesting travel should make clear why the research/creative project cannot be carried out without the travel and give evidence that the proposed travel is cost-effective.

The required format for the two-page narrative is as follows:

- I. Title of Project
- II. Purpose and Objectives of the Project
- III. Detailed Description of the Project
- IV. Expected Outcomes of the Project
- V. Potential Sources of Future Funding and Plans for Dissemination
- VI. Detailed Budget Justification

Short Vita. A short curriculum vita should be provided that indicates the previous scholarly or creative work of the applicant pertinent to the proposed effort. Following federal funding agency guidelines, the length should be two pages or less. If there are particular past activities that require more extensive treatment, their description can be embedded in the narrative section.

Signatures. Proposals MUST be signed by the applicant(s) and respective department head(s).

Reviewer's Comments. Leave this area blank. When a decision on your proposal has been made, you will receive: (1) a copy of the overall evaluation; (2) the check-off of strengths and deficiencies; and (3) any written comments provided by the reviewers.

Summary Report. Award recipients are expected to submit a brief report (1-2 pages) to the Dean describing the outcomes of their completed project.