

RESEARCH EXCELLENCE FUND (FY2008)
REQUIRED ELEMENTS CHECKLIST
DUE FEBRUARY 28, 2008 - NO LATER THAN 4 PM

DATE SUBMITTED _____

AMOUNT REQUESTED _____

PI _____ email _____ @mtu.edu Phone 7- _____

PROJECT TITLE _____

Please review the checklist below before final submission of your proposal.

Be sure that you have included **ALL** the necessary requirements before submitting this proposal.

With an expectation of a heavy volume of submissions for this competition, please adhere to all guidelines including proposal format.

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- | | | |
|--|--|---|
| <input type="checkbox"/> REF-IE (5 pgs) | <input type="checkbox"/> REF-RS (7 pgs) | <input type="checkbox"/> REF-Mentor (5 pgs) |
| <input type="checkbox"/> Transmittal Form | <input type="checkbox"/> Transmittal Form | <input type="checkbox"/> Transmittal Form |
| <input type="checkbox"/> Project Summary | <input type="checkbox"/> Project Summary | <input type="checkbox"/> Project Summary |
| <input type="checkbox"/> Project Description | <input type="checkbox"/> Project Description | <input type="checkbox"/> Project Description |
| <input type="checkbox"/> Rationale | <input type="checkbox"/> Rationale | <input type="checkbox"/> Rationale |
| <input type="checkbox"/> References cited | <input type="checkbox"/> References cited | <input type="checkbox"/> References cited |
| <input type="checkbox"/> Approved Budget * | <input type="checkbox"/> Approved Budget * | <input type="checkbox"/> Approved Budget * |
| <input type="checkbox"/> Budget Justification | <input type="checkbox"/> Budget Justification | <input type="checkbox"/> Budget Justification |
| <input type="checkbox"/> Existing Resources | <input type="checkbox"/> Existing Resources | <input type="checkbox"/> Existing Resources |
| <input type="checkbox"/> COS Expertise Profile ** | <input type="checkbox"/> COS Expertise Profile ** | <input type="checkbox"/> COS Expertise Profile ** |
| <input type="checkbox"/> Supporting Letter (Dean) | <input type="checkbox"/> Supporting Letter (College/School Dean) | <input type="checkbox"/> Supporting Letter (School Dean) |
| | <input type="checkbox"/> Supporting Letter (Department Chair) | or |
| | | <input type="checkbox"/> Supporting Letter (Department Chair) |
| | | <input type="checkbox"/> Off Campus Mentor Letter |

* You will need to create and submit your budget to Research and Sponsored Program, Attn: Suzan Caron (sjcaron@mtu.edu), 487-2225. She will work with you to finalize an approved budget and she will forward the approved budget to the VP for Research office where it will be attached to your REF proposal.

** An up-to-date COS profile is a requirement and an expectation of the selection committees. A complete proposal packet must contain a copy of your updated COS profile.

If you have not created your profile with Community of Science yet, you need to do so. If you do not remember your userid and password, you can e-mail cagherna@mtu.edu and your information will be sent to you.