

RESEARCH EXCELLENCE FUND (FY2009)
REQUIRED ELEMENTS CHECKLIST
DUE FEBRUARY 26, 2009, 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 the proposal format.**

REF-IE (5 pgs)

REF-RS (7 pgs)

REF-Mentor (5 pgs)

Submission Summary Form

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Submission Summary Form

Transmittal Form

Transmittal Form

Transmittal Form

Project Summary

Project Summary

Project Summary

Project Description

Project Description

Project Description

Rationale

Rationale

Rationale

References cited

References cited

References cited

Approved Budget *

Approved Budget *

Approved Budget *

Budget Justification

Budget Justification

Budget Justification

Existing Resources

Existing Resources

Existing Resources

COS Expertise Profile**

COS Expertise Profile**

COS Expertise Profile**

Supporting Letter (Dean)

Supporting Letter (Dean)

Supporting Letter (Dean)

Supporting Letter (Chair)

Supporting Letter (Chair)

Off Campus Mentor Letter

* You will need to create and submit your budget to Research and Sponsored Programs, Attn: Suzan Caron (sjcaron@mtu.edu, 487-2225). She will work with you to finalize an approved budget and she will forward a copy 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 committee. A complete proposal packet must contain a copy of your updated COS profile. If you have not created your profile with COS, you need to do so. If you do not remember your userid and/or password, you can e-mail cagherna@mtu.edu and this information will be sent to you.