Proposals must be submitted through the online form: https://goo.gl/forms/j2AogQEKxdwEjkui2

**Deadline for submission: December 3, 2018 at 5pm**

Here is the list of items you will need to complete your proposal. You are encouraged to compose your responses in a word processor and then copy and paste them into the form. You will be able to access and edit your proposal up until the December 3 deadline.

**Proposal**

1. Proposal title.
2. Short overview of the proposed work (2-3 sentences).
3. Description of how the proposed work aligns with the goals of the Undergraduate Research Faculty grant program (i.e. how will the proposed project activity scale or increase access to undergraduate research?).
4. Description of the structure of the proposed project activity. Please be as specific as possible.
5. Explanation of how the project activity differs from existing programs.
6. Explanation of why new resources are needed to support the development or delivery of this program, course, or activity and description of any existing resources that will be leveraged.
7. Description of the particular students and number anticipated to engage in the activity (majors and academic rank) and why.
8. Description of current and prior experience engaging and mentoring undergraduates in research for each member of the application team.
9. Description of anticipated students gains from engaging in the activity.

**Budget**

Provide an itemized budget listing relevant expenses the categories of Personnel, Equipment/supplies, and Travel/professional development.

**Letter of Support**

Upload a letter of support (word or pdf format) signed by the Department Head and College Dean that includes:

- a commitment to supporting the applicants' time and efforts to complete this work
- a commitment to offer the activity upon completion of the work, if possible

A proposal missing a letter of support will be deemed incomplete. Please note that although you can edit your proposal until December 3, you can only upload documents (i.e. letter(s) of support) on your FINAL submission.
An additional letter of support may be uploaded in cases where faculty are partnering with an Institute or other academic unit.

**NOTE:** You will be able to edit your entries until the deadline by accessing the application form using the link you will be provided upon submission.