**University Research Committee Instructions and Application Form**

**Email the** **application form along with the documents listed below as one PDF attachment to: research@indstate.edu. In the subject line type URC Application and the PI’s last name.**

**Applications must be received via email by 11:59 PM on the first Monday in October or the first Monday in February. Any applications received after 11:59 PM EST on the deadline day will not be reviewed by the URC.**

**Required Documents**

1. URC Application form (see next page)
2. Proposal Summary document limited to 3 pages (10-point or larger size font in Calibri, Arial or Times New Romans font).
* Proposal Abstract
* List other departments or agencies you have submitted a request to for this work.
* Describe the significance of the project.
* Describe the anticipated final products of the research (journal articles, presentations, research paper, etc.).
* Identify the proposed external funding opportunities to which this project will contribute.
* Describe how URC funding will contribute to the success of this research.
* Describe the qualifications, which enable you to do this research.
1. Proposal Narrative limited to 5 pages (10-point or larger size font in Calibri, Arial or Times New Romans font).
2. Resume for the PI and each co-PIs.
3. URC Budget Form
4. Budget Narrative limited to 2 pages (10-point font or larger size font in Calibri, Arial or Times New Romans font).

**University Research Committee Application Form**

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| Proposal Title: Click or tap here to enter text. |
| Applicant Name: Click or tap here to enter text. |
| Email Address: Click or tap here to enter text. |
| Phone Number: Click or tap here to enter text. |
| Primary School or Department: Click or tap here to enter text. |
| Primary Appointment Title: Click or tap here to enter text. |
| Total Amount of Funding Requested:       |
| Have you received funding from the URC in the past? | Choose an item. |
|  If yes, when did you receive previous  award(s)? | Click or tap here to enter text. |
| Will this research provide for experiential learning for ISU students? | Choose an item. |
| Will this project result in the submission of a proposal for external funding? | Choose an item. |
| Will this project involve community engagement? | Choose an item. |
| Will this project involve research with: |  |
|  Human subjects (including survey respondents  and secondary data analysis)? | Choose an item. |
|  Live vertebrate animals? | Choose an item. |
|  Radioactive materials, biohazards or rDNA? | Choose an item. |
|  International Travel?  | Choose an item. |