**FACULTY RESEARCH OR CREATIVE ACTIVITY GRANT APPLICATION CHECKLIST**

□ Verified with the Office of Research and Sponsored Programs that all previous awarded Faculty Research Grant final reports have been submitted?

□ Have all the required signatures needed to submit your application?

□ Explained the benefits of the proposal in the narrative?

□ Application is in proper order?

□ Application Cover Sheet

□ Signature Page

□ Application Narrative

□ Budget Summary

□ Budget Justification

□ If international travel, meet with someone in the Office of Research and Sponsored Programs when developing the budget

□ Documentation of costs/expenses included

□ Application Evaluation Form

□ Do not submit guidelines pages 1 – 5, sign off form page 6 (submitted after award made along with Proposal Acceptance Form), and checklist page 7; these are informational pages for your use only.