

# INNOVATION FUND PROPOSAL CHECKLIST

## 1. COVER PAGE

- 1 page.
- Which Innovation Fund Subcategory fits this application?
- Title.
- Names and departments of Faculty involved.
- Summary or Abstract.
- Total Funding amount requested.
- Signature from department chair and/or supervisor

## 2. PROPOSAL NARRATIVE

- Maximum 5 pages (for Seed Award or Outreach Award) or 8 pages (for Implementation and Research Awards).
- Is proposal written with a non-specialist audience in mind?
- Introduction
  - Provides background summary of previous work with peer-reviewed citations.
  - Describes significance/value of the research.
  - Outlines goals of the project.
- Methods and Assessment
  - Describes data collection.
  - Describes activities, experiments, surveys, and research tools.
  - Statement on IRB
    - Has the applicant applied for IRB already?
    - Does applicant propose timeline and plan for IRB approval?
- Dissemination
  - Provides plan for dissemination inside USI community.
- Timeline
  - Describes feasibility of project within one year
  - Outlines anticipated start and end dates within one year project timeline.
- Budget and Justification
  - Includes completed worksheet.
  - Justification
    - Provides narrative justification for each item in budget.
    - If project cost exceeds award funding, describe plans for other sources of funding.
    - Does budget match the appropriate subcategory? (Seed Award: \$3,500; Outreach Award: \$4,000; Innovation and Research Awards: \$2,500-\$5,000)
    - Budget must be correctly entered into Cayuse.

## 3. LITERATURE CITED

- 1 page
- Includes relevant, peer-reviewed resources.