SEERGA PROPSOAL CHECKLIST

1. **TITLE PAGE & PROJECT SUMMARY**
   - ☐ 1 page
   - ☐ Includes Brief Description of project targeted at a non-specialist audience.

2. **PROJECT PROPOSAL**
   - ☐ Maximum 5 pages
   - ☐ Introduction
     - Provides background summary of previous work with peer-reviewed citations.
     - Describes significance/value of the research.
     - Connects research to applicant's previous work and future goals
   - ☐ Goals/Objectives
     - Outline hypothesis.
     - Describe the outline of the project, including specific goals/objectives.
   - ☐ Methodology or Procedures
     - Describe exactly how hypothesis will be tested.
     - Include equipment, materials supplies necessary.
     - Describe how students will contribute.
   - ☐ Collaborations
     - If applicable.
     - One-page description of the role of each non-tenured faculty member.
   - ☐ Timeline
     - Outline specific start date and end date that meets the 1-year grant period, starting July 1 after grant award begins.
     - Outline goals for each semester of the project.
   - ☐ Evaluation/Dissemination
     - Describe publication and presentation plans.

3. **LITERATURE CITED**
   - ☐ 1 page

4. **BUDGET**
   - ☐ Complete associated budget form.
   - ☐ Does budget stay within the $5,000 maximum or outline other funding sources for any overage?
   - ☐ Budget must be accurately entered into Cayuse.

5. **BUDGET JUSTIFICATION**
   - ☐ 2 pages
   - ☐ Provide narrative justification for each item listed in budget.

6. **CV**
   - ☐ 1 page
   - ☐ Include CV for each person participating in the project.

7. **APPENDICES**
   - ☐ Letters from collaborators/community support, if applicable.
   - ☐ Previous SEERGA grants with years, titles, final report letters, if applicable.