**Appendix A**

**R2 Proposal Template**

1. **Cover Sheet**
   1. Project Title
   2. Project Abstract (50 words or less)
   3. Project Duration (proposed start and ending dates)
   4. Total amount of funding requested
   5. PI Information
      1. Name
      2. Campus address
      3. Email
      4. Campus phone
   6. Signatures of PI
   7. Endorsement of department or school Head and Dean
2. **Eligibility Statement**

The Eligibility statement should include details as to how the applicant meets the eligibility criteria for this award.

1. **Project Description** (no more than 5 pages + 1 reference page, 12-point font, one inch margins)

The Project Description should provide a clear statement of the work to be undertaken and must include:

The outline of the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of the methods and procedures. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The three-year development plan (item #3 in Guidelines) should be included.

1. **Budget** (see Appendix B for Budget Template)
2. **CV** (up to 5 pages)
3. **Letters of Support** (from the department/school Head and from the Dean required)