

**Faculty Research and Creative Activity
APPLICATION CHECKLIST
(For faculty use only, do not submit to the Office of Research)**

1. Principal Investigator is tenure track faculty, tenured faculty, or non-tenure track faculty (with UM-Flint contractual agreement covering the proposed project grant period):

- YES
- NO (Not eligible for funds)

2. All personal identifiers are absent from the following items:

- ELECTRONIC FILE NAMES
- PROPOSAL NARRATIVE
- BUDGET NARRATIVE
- Faculty Research and Creative Activity* BUDGET FORM
- SUPPORTING DOCUMENTATION

3. Application package is fully completed:

- Faculty Research and Creative Activity* APPLICATION FORM
- Faculty Research and Creative Activity* BUDGET FORM
- PROPOSAL NARRATIVE
- BUDGET NARRATIVE
- CURRICULUM VITAE
- SUPPORTING DOCUMENTATION, IF APPLICABLE (e.g. 2 AIRFARE ESTIMATES)

4. Application has been printed and signed by:

- PRINCIPAL INVESTIGATOR
- DEPARTMENT CHAIR
- DEAN/DIRECTOR
- CO-INVESTIGATOR(S)
- DEPARTMENT CHAIR (CO-INVESTIGATOR)
- DEAN/DIRECTOR (CO-INVESTIGATOR)

5. Application has been submitted in the following forms prior to 5:00 p.m. on the due date:

- ELECTRONIC BY EMAIL TO research@umflint.edu
- HARD COPY TO THE OFFICE OF RESEARCH, 530 FRENCH HALL