

## RESEARCH ALLOCATIONS COMMITTEE CHECKLIST FOR GRANT PROPOSALS

### 1 COVER PAGE - GENERAL INFORMATION

- \_\_\_\_\_ Name of Applicant, Rank, Department/Division
- \_\_\_\_\_ Contact information: Campus address, Telephone number, E-mail address
- \_\_\_\_\_ Number of years at UNM as regular voting faculty
- \_\_\_\_\_ Number and dates of previous RAC awards
- \_\_\_\_\_ Title of proposed research/creative work
- \_\_\_\_\_ Total amount of RAC funds requested
- \_\_\_\_\_ List of all current and pending research support
- \_\_\_\_\_ Signature of department/division chair
- \_\_\_\_\_ Signature of department administrator or other person responsible for overseeing budgets

### 2 \_\_\_\_\_ ABSTRACT (*Does not exceed 250 words*)

### 3 PROPOSAL NARRATIVE/PROPER FORMAT

- \_\_\_\_\_ Maximum of 4 pages, single-spaced and numbered consecutively
- \_\_\_\_\_ 12-point font, 1-inch margins at top, bottom, and both sides of all pages

### 4 \_\_\_\_\_ BIBLIOGRAPHY/REFERENCES: list of complete citations (*2 pages maximum*)

### 5 \_\_\_\_\_ PLAN FOR TRANSITION TO EXTRAMURAL FUNDING (*1 page*)

### 6 BUDGET AND JUSTIFICATION (*2 pages maximum*)

- \_\_\_\_\_ Itemized budget (Maximum of \$4000/\$10000 for Small/Large Grants)
- \_\_\_\_\_ Justification of budget items (*Separate quotes will not count toward page limit*)

### 7 \_\_\_\_\_ Curriculum Vitae or biographical sketch (*2 pages maximum*)

### 8 \_\_\_\_\_ Introduction to resubmission, if applicable (*1 page*)

### 9 \_\_\_\_\_ Statement elaborating results from previous RAC support, if applicable (*1 page*)

### 10 \_\_\_\_\_ UNM annual conflict of interest form is up to date (not attached to proposal)

### 11 \_\_\_\_\_ Letter of Collaboration (when pertinent)

### 12 \_\_\_\_\_ Appendices/Other: Copy of IRB and/or animal research letter of approval (when pertinent), Letter(s) of access for all resources required, letter of support from department/division chair for shared costs, links to additional materials