**New Faculty Research Development Award Checklist**

If you have not already done so, please complete a [Notice of Intent](https://kusurvey.ca1.qualtrics.com/jfe/form/SV_3fwyO1kKg531VZQ).

All proposals must be completed in 11- or 12-point font with single spacing and 1-inch margins on each page.

Your completed proposal should include the following documents in a single PDF:

Cover page (1 page)

Lay abstract (1 page)

Budget on the NFRD budget template

Budget narrative

Introduction (resubmissions only, 1 page)

Research plan (3 pages)

References cited

Sustainability plan (1 page)

Justification (Only for applicants who received $25K or more in startup funds, 1 page)

CV/Biosketch for PI

CV/Biosketch for faculty mentor

Current & Pending Support or Other Support for the PI

Letter of support from applicant's faculty mentor outlining their commitment to and endorsement of the applicant's project and research goals.

Mentoring plan

Send completed application packets as a SINGLE PDF to [nfrd@ku.edu](mailto:nfrd@ku.edu) no later than 5 p.m. on the deadline. Applications will be reviewed for completeness before reviewers are assigned. Late or incomplete applications will not be considered.

If you feel that there is a barrier to submitting a proposal, please contact Jen Arbuthnot at [nfrd@ku.edu](mailto:nfrd@ku.edu). The NFRD exists for your benefit, and it is hoped that all eligible new faculty and new faculty-equivalent unclassified academic staff (UAS) choose to participate.