**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 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. 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.