**KU Racial Equity Research, Scholarship & Creative Activity   
Award Checklist**

If you have not already done so, please complete a [Notice of Intent](https://kusurvey.ca1.qualtrics.com/jfe/form/SV_0VNyZLW2yfQm7S6).

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)

Anonymized project narrative (2-3 pages including abstract, excluding references)

CV/Biosketch for PI and co-PIs (2 pages each)

Budget on the [Racial Equity Award budget template](https://research.ku.edu/sites/research/files/documents/awards/nfrd-budget-template-2024.xlsx)

Budget narrative

Send completed application packets as a SINGLE PDF to [racial-equity-awards@ku.edu](mailto:racial-equity-awards@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.