

Application Materials: Application materials must be assembled in order, then combined into a single PDF document, using the naming convention “*your last name*_FDRC_FYXX”.

IMPORTANT NOTE: A complete application consists of items 1-5. Applications must be submitted to OSPR@towson.edu by **1 p.m. on the first Thursday of the spring semester**. Applicants and any co-investigators will be required to **certify and approve their application** for routing no later than **1 p.m. on the first Friday of the spring semester**. Applications that are incomplete, late and/or have not been certified or routed **will not** be forwarded for further review.

An application checklist is included after the Cover Page for the applicant’s reference.

- 1. Cover Page**—Including abstract. Do not expand the form beyond the 1 page limit.
- 2. Proposal Narrative**—Limit your narrative to no more than five (5) pages, double spaced, using 1” margins, font size 11 or larger. Proposal narrative should consist of the following, labeled sections:
 - Statement of the Problem/Issue to be Addressed
 - Project Objectives
 - Plan to Accomplish Proposed Work
 - Project Feasibility
 - Project Impact
- 3. References/Bibliography**—Attach reference cited in the narrative and/or a bibliography that will inform the project.
- 4. Budget Form and Justification**
- 5. Biographical Sketch**—The Biosketch or CV must not exceed two (2) pages and must keep to current and relevant publications, research support, positions/products and honors.

6. Optional Documents

- _____ IRB, IACUC, and/or IBC approval letters
- _____ Letter(s) of commitment from participating individuals/organizations
- _____ Communications/contract from publishers/editors
- _____ Images

FDRC Application Cover Page

PI Name: _____ Department: _____

Project Title: _____

Project Dates: From 7/1/2022 to 5/31/2023 Request Amount: _____

Co-PI # 1: _____ Department: _____

Co-PI # 2: _____ Department: _____

Project Abstract:

Please respond to the following questions	Yes	No
1. Have you received an FDRC award in the last five years?		
<i>If yes, provide details (date of award, project title, etc.) and describe the outcomes of the funding including any publications.</i>		
2. Does your research require IRB, IACUC, or IBC approval? <i>(if yes, include the protocol approval number below, or address application plans in application)</i> Protocol Number(s):		
3. If your proposal is funded, do you give the OSPR permission to share it with future applicants and/or post it online?		

Application Check-List: Required Items

This checklist is a guide for applicants. Applications that do not include the following required items and/or adhere to the required format will not be forwarded to the FDRC for review.

(Applicants do not need to attached this document to their proposal)

- _____ FDRC Application Cover Page (1 page)
- _____ Proposal Narrative (up to 5 pages. Must be double-spaced with 1” margins. Minimum 11 point font)
- _____ References/Bibliography
- _____ Budget Form and Justification
- _____ CV/Biosketch (2 pages maximum) for the PI and any co-PIs