<u>**Application Materials:**</u>   Application materials **must** be assembled in order, then combined into a single PDF document, using the naming convention "*[YOUR LAST NAME]*_FDRC_FY27".

IMPORTANT NOTE: A complete application consists of checklist items #1 through #5. Applications must be submitted to OSPR@towson.edu by **1 p.m. on the first Thursday of the spring semester (January 29th, 2026)**. Applicants and any co-investigators will be required to **certify and approve their application in Kuali** for routing no later than **1 p.m. on the first Friday of the spring semester (January 30th, 2026)**. 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 <u>reference</u>.

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, <u>labeled</u> sections:

   - Statement of the Problem/Description of the Project
   - Project Goals
   - Plan to Accomplish Proposed Work
   - Project Feasibility
   - Project Impact

3. **References/Bibliography**: Attach references cited in the narrative and/or a bibliography that will inform the project.

4. **FDRC Application Budget and Budget Justification Form:**

5. **Biographical Sketch/CV:** Provide a Biosketch or CV for each investigator (PI and all Co-PIs). The Biosketch or CV must not exceed three (3) 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: _____ Position: _____ Department: _____

PI Email: _____ Project Dates: <u>July 1st, 2026 to May 31st, 2027</u> Request Amount: _____

Project Title: _____

Please provide the name(s), position/title(s), and department(s) for any co-investigators:

Project Abstract (1,500 characters or less):

Please respond to the following questions	Yes	No
1. Do you currently have an active FDRC award OR have you been the PI on two FDRC awards in the last **five** fiscal years (7/1/2021 - 6/30/2026)?		
2. Have you received an FDRC award in the last five years?		

If yes, confirm you submitted a final report for all previous awards and provide details (year of award, project title, etc.) and describe the outcomes of the funding including any publications.

	Yes	No
3. Does your research require IRB, IACUC, or IBC approval? *(if yes, include the protocol number below)* **Protocol Number(s):**_____		
4. If your project is funded, do you give the OSPR permission to share it with future applicants and/or online?		
5. Have you used generative AI to assist with the development or writing of this proposal? *If yes, briefly document how & where AI was used, what type of system was used (open or closed), and confirm the attestation.*		

I certify that all generative AI tools used in preparing this proposal have been fully and accurately disclosed above. I acknowledge that I remain fully responsible for the accuracy, originality, and integrity of all submitted content. I understand that undisclosed or misleading AI use may affect eligibility.

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, this is for references only. Do not attach this document to your 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 (3 pages maximum) for the PI and any co-PIs