**INSTRUCTIONS**

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| SYNOPSIS: This program supports research projects grounded in strong theory, empirical evidence, and practical justifications. It focuses on initiatives that require over a year to complete or funding higher than standard University Research Grants. Preference is given to those collecting preliminary data for external grant applications, as the goal is to help secure external funding. This competition is open only to tenure-track, tenured, or fixed-term faculty members. | |
| **DUE DATE:** Applications are due **February 5 (Wednesday), 2025, at 5:00 PM**  *No application materials will be accepted after 5:00 PM on the deadline date. This policy applies to all submissions, including approval emails from the applicant's chair and dean. Please note that there will be no exceptions to this rule.* | |
| **APPLICATION SUBMISSION**: Proposals must be submitted by email to [grants@tamiu.edu](mailto:grants@tamiu.edu) with files (if applicable) attached in Microsoft Word or PDF format. Do not include the application guidelines. | |
| **NEW THIS YEAR**:  The equipment questionnaire form that requires the supplier’s quote has been added to the application. This form must be completed for any equipment costing $5,000 or more. However, it is not required if acquiring multiple pieces of equipment with a combined total cost of $5,000 or more. If you have any questions regarding this form, don't hesitate to contact grants @tamiu.edu to schedule an appointment for further discussion. | |
| SUBMISSION CHECKLIST: | |
|  | Title Page Form |
|  | Approval Email or Letter from Department Chair: ONLY REQUIRED if requesting Summer Salary |
|  | Approval Email or Letter from Department Chair and Dean: ONLY REQUIRED if requesting a graduate research assistant (ONLY IF 19 hrs/wk) ***MUST BE RECEIVED BY APPLICATION DEADLINE*** |
|  | Budget Summary Form |
|  | Faculty Information Sheet (submit for PI and any TAMIU co-PI) |
|  | Project Summary (1 page limit) |
|  | Proposal (10-page limit, double-spaced) |
|  | References, figures, tables, or appendices (do not count towards the 10-page limit) |
|  | Budget Justification Narrative (does not count towards the 10-page limit) |
|  | Biographical Sketch (4-page limit) |
|  | Current and Pending Support Form (submit for PI and all co-PIs) |
|  | Differences from Previous Funded Internal Grant (1 page limit) |
|  | Progress Report Form |
|  | Abstracts and reviewer comments from submitted external grants in the past 2 years |
|  | Equipment Questionnaire (if applicable, does not count towards the 10-page limit) ***FULLY SIGNED FORM MUST BE RECEIVED BY APPLICATION DEADLINE*** |
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| If you have any questions or need assistance completing this application,  please call our office at (956) 326-3028 or e-mail [grants@tamiu.edu](mailto:grants@tamiu.edu) | |

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| GENERAL CONTENT AND FORMAT GUIDELINES |
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| The applicant must comply with all applicable requirements detailed below. |
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| 1. **APPLICATION SUBMISSION**: Proposals must be submitted by email to [grants@tamiu.edu](mailto:grants@tamiu.edu) with files (if applicable) attached in Microsoft Word or PDF format. Do not include the application guidelines.   **No part of the application will be accepted after 5:00 p.m. on the deadline. This includes any approval emails from the applicant’s chair and dean (if applicable). No exceptions!** |
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| 1. Upon receipt, each application will be reviewed for completeness and responsiveness to the University Research Development Award application request.   Failure to follow the guidelines may result in your proposal not being reviewed by the university research council. |
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| 1. The Office of Research and Sponsored Projects will email you to confirm the complete submission of your application. If you do not receive an email within 24 hours of submitting your application, don't hesitate to contact [grants@tamiu.edu](mailto:grants@tamiu.edu) to confirm that your application has been received. |
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| 1. The proposal narrative must be double-spaced and formatted using Times New Roman or Arial font (size 12). It should not exceed ten pages in length. All other documents can be single-spaced. The 10-page limit does not include the following items: Title Page Form, Budget Summary Form, Faculty Information Sheet, Biographical Sketch, Project Summary, References, Appendices (including figures, charts, or tables, such as a timeline), Budget Justification Narrative, Current and Pending Support Form, Differences from Previously Funded Internal Grants, Progress Report Form, abstracts and reviews from submitted external grants, and the Equipment Questionnaire.   Suppose the proposal is not funded as a URDA. In that case, it will automatically be considered for the regular URG program if both the 10-page URDA and the 5-page regular URG versions of the proposal are submitted by the deadline. |
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| 1. Applicants must specify the project's outcomes and how they will be evaluated. |
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| 1. Applicants may submit only one University Research Development Award per competition. For projects involving co-PIs, only one University Research Development Award application should be submitted per competition. Applicants may be Principal Investigator (PI) on only one active internal grant at a time. Suppose they are a PI on an awarded Presidential Research Development Award. In that case, the applicant is ineligible to submit an internal University Research Development Award, University Research Grant, or University Creative Projects Grant. However, applicants may be co-PIs on multiple awarded internal grants. |
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| 1. We welcome proposals that complement others. For instance, proposals from individuals in research groups working on related topics are encouraged. These proposals should clearly explain how they complement the submitted proposals and provide a justification for their budgets. |
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| 1. If an outside collaborator is involved in the grant proposal, their role must be included in the budget justification narrative, a Biographical Sketch, and a Current and Pending Support Form.   An outside collaborator is a scholar or researcher with an active research program. They must have received at least one significant grant in the past five years and one peer-reviewed publication in the past two years. They should possess expertise that enhances the project.  If you have questions about an outside collaborator's eligibility, don't hesitate to contact the Office of Research and Sponsored Projects at [grants@tamiu.edu](mailto:grants@tamiu.edu) or 956-326-3028. |
| GENERAL REQUIREMENTS |
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| The applicant must comply with all applicable requirements detailed below. |
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| 1. Acknowledgement of support from the Texas A&M International University Research Grant should, whenever possible, be included in all publications resulting from this project, such as books, bulletins, professional journals, and news releases. Additionally, a copy of all published materials related to this research should be sent to the Office of Research and Sponsored Projects. This will ensure that the materials are part of the faculty member’s project record and may be used for evaluating future University Research Grant requests. |
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| 1. All University Research Development Award recipients must submit at least three external research grant proposals to a federal agency or foundation within the award period (i.e., September 2025-August 2027). These submission request(s) must exceed the original URDA awarded amount, and the cumulative total amount requested must exceed a minimum of $75,000. Recipients are strongly encouraged to include funding for future students.   The URDA recipient must be the PI on the external research grant, NOT a co-PI, so the grant is to further YOUR research.  *\*Note that if the external grant proposal is not submitted, subsequent applications for the University Creative Project Grant, University Research Grant, or University Research Developmental Award will not be reviewed for the following two years.* |
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| 1. Research assistants can’t be paid via stipend. They undergo routine university hiring procedures and may be hired through the summer. The recipient will be responsible for identifying a suitable student, will serve as the student’s direct supervisor for their on-campus work, and will be responsible for the completion of all timecards, performance evaluations, and other HR requirements. If the recipient wants a 19 hr/week student in place of funds, the student is funded for only the academic year. |
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| 1. If requesting a summary salary and the applicant is not a U.S. citizen or permanent resident, get clearance from Human Resources before the summer salary can be paid. This will be done by ORSP staff after funding decisions are made by the University Research Council and before the grant start date. Clearance does not need to be done during the application process. If you have any questions on this topic, contact [grants@tamiu.edu](mailto:grants@tamiu.edu) |
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| 1. Due to new federal regulations, Texas A&M International University (TAMIU) requires that all principal investigators, co-principal investigators, and any students involved in research directly funded by an intramural or extramural grant complete Responsible Conduct of Research (RCR) training. Additionally, they must also complete the necessary training from the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and/or Institutional Biosafety Committee (IBC) during the first semester of the project.   RCR training is required once per academic level (undergraduate, graduate, doctoral, and principal investigator) or every four years.  Directions for accessing the online training system, the Collaborative Institutional Training Initiative (CITI), can be found at: <http://www.tamiu.edu/orsp/RCR.shtml> |
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| 1. If you receive NIH funding, please note that their regulations regarding Responsible Conduct of Research (RCR) training (online) are insufficient. Students must complete a minimum of 8 hours of in-person training. You can fulfill this requirement through 2 hours online and 6 hours of face-to-face training. For additional training resources, please visit the Responsible Conduct of Research page: <http://www.tamiu.edu/orsp/RCRResources.shtml>   Additionally, grant personnel are required to complete the necessary IRB, IACUC, and/or IBC training within the first semester of the project. |
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| 1. Principal Investigators are required to document their Responsible Conduct of Research (RCR) training. This includes submitting CITI RCR completion reports. Additionally, any face-to-face RCR training must be reported to the Office of Research and Sponsored Projects by submitting the RCR Documentation Form, which can be found at <http://www.tamiu.edu/orsp/RCR.shtml> . Please note that CITI RCR completion reports do not need to be submitted directly, as these reports are automatically sent to the Office of Research and Sponsored Projects. |
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| 1. To receive reimbursement for spent funds, recipients must submit all receipts. These receipts should align with the proposed expenditures outlined in the budget section whenever possible. Applicants should adhere to their departments' or divisions' standard reimbursement procedures. Additionally, all recipients will be assigned an account number, enabling their department assistants to process reimbursement requests efficiently.   All funds must be spent by August 1st of the fiscal year in which the grant is awarded. If faculty members intend to use their funds after August 1st of that fiscal year, they must encumber the funds by submitting a FAMIS requisition by that date. Please note that no funds will be carried over into the next budget cycle after August 31st. |
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| 1. Items purchased with University Research Grants belong to Texas A&M International University, not the individual grant recipient. If a recipient leaves the University due to resignation or retirement, they must return all items acquired with the grant funds. |
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| 1. As mandated by the State of Texas, reimbursements for foreign travel will require extra paperwork. Obtaining all necessary signatures may take two to three months from the date the reimbursement request is submitted. Understanding this timeframe should encourage recipients to allow ample lead time when submitting their reimbursement requests. |
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| 1. Foreign travel will require Texas State approval at least thirty days before departure. Failure to comply with the directives necessary may disqualify the use of Texas State funds for the intended foreign travel. |
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| 1. Travel to Washington, D.C., requires additional paperwork, as TAMUS guidelines prescribe. Failure to comply with these State and System regulations may result in forfeiture of grant funds. |
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| 1. All grant recipients must submit the Final Report Form with their expenditures and accomplishments to the Office of Research and Sponsored Projects by October 1st of the following academic year. Failure to submit the Final Report Form will result in the ineligibility of subsequent applications for the University Creative Project Grant, University Research Grant, or University Research Developmental Award for two years. The Final Report Form can be found on the Office of Research and Sponsored Projects website:   <http://www.tamiu.edu/orsp/UniversityResearchCouncil.shtml> |
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| 1. If a recipient needs to change their grant proposal after receiving their award, they must contact the Associate VP for Research and Sponsored Projects in writing (an email is acceptable) to request approval. The applicant will receive written notification of this approval, ensuring that the Business Office and the Office of the Provost have the necessary documentation for auditing purposes. |

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| 1. If a faculty member receives external funding while on any university/internal grant containing monies for travel, supplies, and/or equipment, the faculty member must make budget revisions towards a research endeavor not funded by the external grant. |
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| 1. All proposed post-award changes to a URDA award must be done in writing and are subject to approval by the Associate VP for Research and Sponsored Projects. |
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| 1. OIT must approve the purchase of computer equipment, which must occur during a computer refresh cycle. |
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| 1. Faculty members who have received three URG awards in the past five years or one URDA award in the past two years will have lower priority for funding. They must provide compelling evidence of a "new research direction" or success in obtaining external funding to be considered for the grant award. |
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| 1. Proposals MUST qualify as “research.” If you are uncertain whether your proposal falls into this category, contact the Associate VP for Research and Sponsored Projects. |

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| **REVIEW PROCESS** |
| Applications that are complete and responsive to this request will be evaluated based on scientific and technical merit. The reviews will be conducted according to the criteria outlined below by the University Research Council (URC). Preference will be given to individuals gathering preliminary data for external grant submissions.  Each application will be assigned at least two primary reviewers from the University Research Council, who will evaluate it by identifying its strengths and weaknesses concerning each review criterion. All reviewers will independently score each criterion and provide an overall score for each application they review. Based on the overall scores assigned by the reviewers, an average overall score for each application will be calculated, and a preliminary rank order of applications will be prepared before the full University Research Council convenes to conduct a comprehensive review. After the decision has been made as to which proposal(s) will receive URDA(s), the unfunded URDA applications will automatically be entered into the regular URG application process if both a URDA and URG proposal were submitted by the application deadline. |

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| **REVIEW CRITERIA FOR SCIENTIFIC MERIT** |
| Reviewers will be expected to assess the following aspects of an application to judge the likelihood that the proposed research will substantially impact the pursuit of their goal. |
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| 1. Significance   Does the applicant provide a convincing rationale for the proposed project? Are there solid theoretical foundations, empirical evidence, and practical reasons to support the project's development and/or evaluation? Does the applicant effectively argue the project's potential contribution to solving a problem? Additionally, does the applicant clearly outline the project's components and their relationships? |
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| 1. Research Plan   Does the applicant present: (a) clear hypotheses or research questions; (b) well-defined descriptions and strong justifications for the sample, the measures (including information on the reliability and validity of those measures), data collection procedures, and research design; (c) a detailed and well-justified data analysis plan; and (d) an outline of the project outcomes along with the methods for evaluating those outcomes?  Does the research plan also adhere to the requirements outlined in the Format and Content Guidelines and Requirements sections? Is it suitable for answering the research questions or testing the proposed hypotheses? |
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| 1. Personnel   The personnel description demonstrates that the principal investigator and other key personnel possess the required training and experience to complete the project successfully. If an outside collaborator is involved in this project, their specific contributions and responsibilities should be detailed. Will the researchers commit enough time to carry out the proposed research effectively? The researchers must sign a written contract to confirm this commitment. |
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| 1. Budget and Resources   Does the applicant have the necessary facilities, equipment, supplies, and resources to support the proposed activities? Is the requested budget reasonable and appropriate? |
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| 1. External Funding   Does the applicant identify external funding agencies or programs that are suitable extensions of the University Research Development Award proposal? Does the applicant have a realistic and reasonable chance of securing external funding for his or her research? |
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| 1. Outside Collaborator   An external collaborator can significantly improve a proposal by offering valuable expertise through their review and feedback. Including such collaborations can increase the chances of securing external funding, benefiting both the university and the URDA applicant. If two URDA applications are of equal quality, preference will be given to the one that includes an external collaborator. However, it is essential to note that proposals of lower quality will not be prioritized solely due to the inclusion of an external collaborator.  In the budget justification narrative section of the proposal, please detail the responsibilities of the external collaborator. Any travel funds allocated to this individual must be justified. Additionally, you must include their Biographical Sketch and Current and Pending Support Form. |
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| 1. Funding Priorities   Among proposals of equal merit, preference is given to supporting first-time and second-time applicants and/or tenure-track/fixed-term faculty. |

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| **TITLE PAGE FORM** | | | | | | | | | | | | |
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| Name of Applicant: | |  | | | | | | | | | | |
|  | | | | | | |  | | | | | |
| Department: | |  | | | | | College: | | |  | | |
|  | | | | | | |  | | | | | |
| Faculty Term: | |  | Tenure-Track | | Tenured | | | Fixed-Term | | | | |
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| Title of the Project: | |  | | | | | | | | | | |
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| Potential Sources of External Funding: | | | |  | | | | | | | | |
| *(agency and program name)* | | | |  | | | | | | | | |
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| Total URDA Amount Requested: | | | | $ | |  | | | | | | |
|  | | | | | | | | | | | | |
| 19 hr/week graduate research assistant requested: | | | | | | Yes  No | | | | | | |
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| Summer Salary Requested: | | | | | | Yes  No | | | | | | |
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| By checking the box below, the applicant is signing this proposal and certifying that statements made in this application are true and complete to the best of his/her knowledge: | | | | | | | | | | | | |
|  | Applicant Name: | | |  | | | | | Date: | |  | |
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| **Summer Salary:** Chair Approval Email or Letter—ONLY required if a summer salary is requested. The applicant must submit an email or letter from the chair stating that if the application is funded, a summer salary will be granted. The email from the chair MUST BE RECEIVED BEFORE THE DEADLINE—NO EXCEPTIONS!!!! | | | | | | | | | | | | |
| **Theater Usage:** Chair of Fine and Performing Arts Approval Email or Letter—ONLY required if needing to use theater. The applicant must submit an email or letter from the chair stating that if the application is funded, theater use will be granted (dependent on scheduling). The email from the chair MUST BE RECEIVED BEFORE THE DEADLINE—NO EXCEPTIONS!!!! | | | | | | | | | | | | |
| **19-hour/week Graduate Research Assistant: Chair AND Dean Approval Email or Letter**—ONLY required if a 19-hour/week graduate research assistant is requested. The applicant must submit an email or letter from the chair stating that a 19-hour/week graduate research assistant will be granted if the application is funded. Emails from the chair and dean MUST BE RECEIVED BEFORE THE DEADLINE—NO EXCEPTIONS!!! | | | | | | | | | | | | |
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| Department Chair’s Name: | | | |  | | | | |  | |  | |
|  | | | | | | | | |  | |  | |
| College Dean’s Name: | | | |  | | | | |  | |  | |
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| Does this project involve an outside collaborator (see page 2 for definition)? | | | | | | | | | | | Yes | No |
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| Is the applicant submitting both the University Research Development Award and URG proposals? | | | | | | | | | | | Yes | No |
|  | | | | | | | | | | |  |  |
| Does this project involve human subjects? | | | | | | | | | | | Yes | No |
|  | | | | | | | | | | |  |  |
| Does this project involve live animal subjects? | | | | | | | | | | | Yes | No |
|  | | | | | | | | | | |  |  |
| Does this project involve work that requires Biosafety review? | | | | | | | | | | | Yes | No |
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| If yes, and checked for human or animal subjects or biosafety, did the applicant request a review by the appropriate compliance committee to ensure adequate precautions for the project? | | | | | | | | | | | Yes | No |
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| *NOTE: Grant awards are contingent on approval by the Institutional Review Board and/or Institutional Animal Care and Use Committee and/or Institutional Biosafety Committee. No grant funds will be released until the protocol has been approved by the appropriate compliance committee(s), and RCR training is completed.* | | | | | | | | | | | | |

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| **BUDGET SUMMARY FORM: 2025-2026 - YEAR 1** | | | |
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| Title of the Project: | |  | |
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| The Project Start Date must be no earlier than September 1, 2025.  The End Date must be no later than August 31, 2026. | | | |
| Start Date: |  | |  |
| End Date: |  | |  |
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| **BUDGET BREAKDOWN OF ESTIMATED COSTS** | | |
|  | | **AMOUNT REQUESTED** |
|  | |  |
| 1. **Research Assistant** | | $ |
|  | Full Time Research Assistant\* | |
|  | Part Time Research Assistant | |
|  |  | |
|  | Type of duties to be performed | |
|  | Secretarial | |
|  | Laboratory | |
|  | Research | |
|  | Other | |
| ***\* If 19-hour/week research assistant is requested, you may not request funds for anything else.***  ***Approval email/letter from Chair and Dean required.*** | | |
|  | | |
| 1. **Summer Salary (MAXIMUM AMOUNT $5,000)** | | $ |
| *Approval email or letter from chair required* | |  |
|  | |  |
| 1. **Supplies** | | $ |
| *Itemize in Budget Justification Narrative* | | |
|  | |  |
| 1. **Specialized Equipment** *(Itemize in Budget Justification Narrative)* | | $ |
| *Itemize in Budget Justification Narrative* | | |
| *NOTE: If requesting a single piece of equipment costing $5,000 or more, then with the application*  *submission must include a fully signed Equipment Questionnaire (see last page of this application)* | | |
|  | |  |
| 1. **Research Travel** | | $ |
| *Itemize in Budget Justification Narrative* | | |
|  | |  |
| 1. **Other** | | $ |
| *Itemize in Budget Justification Narrative* | | |
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| 1. **Outside Collaborator** | | $ |
| **TOTAL AMOUNT REQUESTED:** | | **$** |
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| **BUDGET SUMMARY FORM: 2026-2027 - YEAR 2** | | | |
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| Title of the Project: | |  | |
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| The Project Start Date must be no earlier than September 1, 2026.  The End Date must be no later than August 31, 2027. | | | |
| Start Date: |  | |  |
| End Date: |  | |  |
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| **BUDGET BREAKDOWN OF ESTIMATED COSTS** | | |
|  | | **AMOUNT REQUESTED** |
|  | |  |
| 1. **Research Assistant** | | $ |
|  | Full-Time Research Assistant\* | |
|  | Part-Time Research Assistant | |
|  |  | |
|  | Type of duties to be performed | |
|  | Secretarial | |
|  | Laboratory | |
|  | Research | |
|  | Other | |
| ***\* If 19-hour/week research assistant is requested, you may not request funds for anything else.***  ***Approval email/letter from Chair and Dean required.*** | | |
|  | | |
| 1. **Summer Salary (MAXIMUM AMOUNT $5,000)** | | $ |
| *Approval email or letter from chair required* | |  |
|  | |  |
| 1. **Supplies** | | $ |
| *Itemize in Budget Justification Narrative* | | |
|  | |  |
| 1. **Specialized Equipment** *(Itemize in Budget Justification Narrative)* | | $ |
| *Itemize in Budget Justification Narrative* | | |
| *NOTE: If requesting a single piece of equipment costing $5,000 or more, then with the application*  *submission must include a fully signed Equipment Questionnaire (see last page of this application)* | | |
|  | |  |
| 1. **Research Travel** | | $ |
| *Itemize in Budget Justification Narrative* | | |
|  | |  |
| 1. **Other** | | $ |
| *Itemize in Budget Justification Narrative* | | |
|  | |  |
| 1. **Outside Collaborator** | | $ |
| **TOTAL AMOUNT REQUESTED:** | | **$** |
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| FACULTY INFORMATION SHEET | | | |
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| Complete the information below and submit a separate form for the PI and all TAMIU co-PI(s).  This form is not required for outside collaborators. | | | |
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| Name: |  | | |
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| Role in Project: | | | Faculty Term: |
| Principal Investigator | | | Tenure-Track |
| Co-Investigator | | | Tenured |
|  | | | Fixed-Term |
|  | | |  |
| Have you been awarded a URG or URDA in the past? | | | |
| Yes | | | |
| No | | | |
|  | | | |
| If yes, in what fiscal year(s) were you awarded? | |  | |
|  | | | |
| Number of years as TAMIU faculty: | |  | |
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| What is the significance of your proposed research?  **100 words maximum** | | | |
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| What is the benefit to your Department and/or Profession?  **100 words maximum** | | | |
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| What will be the contribution of this research/scholarly works/creative works? i.e., How will the results of your work be shared with peers regionally, nationally, or internationally? (e.g., publication, presentation at professional conference, or other venues, etc.)  **100 words maximum** | | | |
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| **List the grant writing programs and seminars (on and off-campus; identify the ones provided by ORSP) you have attended in the past two years.** Attendance at these workshops is evidence of your efforts to secure external funding and will be used in the review process when deciding which applicants will receive funding. | | | |
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| What resources will you need in addition to the requests from this grant to gain funding for your research? | | | |
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| PROJECT SUMMARY |
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| The Project Summary has a maximum of 1 page and should describe the project in a language understood by reviewers outside your discipline. Include a statement of the research objective(s) and/or hypotheses and discuss the project's significance to advancing knowledge in the field. |
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| PROJECT NARRATIVE |
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| The Proposal Narrative has a maximum of 10 pages. It must provide a detailed description of your project request and contain a work plan, including a discussion of the research methodology, and an expected timeline must be included. Timeline examples and templates are available on the URC website but do not have to be used. Also, include expected research products (e.g., scholarly meeting presentations, articles, exhibitions, etc.), including detailed plans to present results to the external academic community. Must include specific examples of additional external grant funding that will be sought and deadline dates for competitions (if available). Include references in your application to aid the Committee’s appraisal. References are single-spaced and do not count towards the 10-page limit on the proposal narrative.  If submitting both a URG and a URDA application, the URDA application must contain a substantially larger scope of work to warrant the increased funds and project period being requested; otherwise, it will not be considered for funding.  NOTE: If the timeline is done as a figure, it does not count toward the 10-page limit, and any figures, tables, and/or appendices do not count toward the 10-page proposal limit and must be submitted with the application as a separate file or attachment. |

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| REFERENCES |

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| BUDGET JUSTIFICATION NARRATIVE |
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| Describe the following items in text format, justifying why they are included in the budget. |
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| NOTES:   * Faculty cannot request a summer salary and teach during the same summer term. However, they can request a summer salary and teach one summer session, provided they are not done concurrently. If there is a TAMIU faculty co-PI and any summer salary is requested, clearly list in the budget justification which faculty member is receiving the summer salary. * No course release may be requested * The URDA awards for the 2025-2027 academic years may not exceed $25,000 *(subject to the availability of funds)* * If requesting a summary salary and the applicant is not a U.S. citizen or permanent resident, the applicant must get clearance from Human Resources before the summer salary can be paid. This will be done by ORSP staff after funding decisions are made by the University Research Council and before the grant start date. Clearance does not need to be done during the application process. If any questions on this topic, contact [grants@tamiu.edu](mailto:grants@tamiu.edu). |
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| 1. **Principal Investigator**   Describe duties to be performed. Where Co-Investigators or outside collaborators are involved, a similar explanation is required. |
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| 1. **Research Assistants**   Describe the duties to be performed. All student work **must** be done on campus. Please indicate if you need a 19 hr/week graduate or part-time research assistant (graduate or undergraduate), and the University Research Council will endeavor to accommodate your preference. Recipients are responsible for identifying students and will serve as the student's direct supervisor, and as such, will be responsible for completing all timecards, performance evaluations, and other HR requirements.  The 19-hour-per-week graduate research assistant is awarded for only the academic year instead of any monetary funds. If requesting a 19-hour-per-week graduate assistant, approval emails or letters from the **Chair and Dean** must be included with the application, as the student will come from the departmental and college graduate student allocation.  If you need a part-time (18 hours or less) research assistant (graduate or undergraduate), no letter or email is required from the Chair or Dean. Describe their duties and detail the amount the student will be paid. Graduate research assistants $18.50/hour and Undergraduate research assistants $12.50/hour |
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| 1. **Supplies**   Justify the necessity and indicate any departmental contributions. |
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| 1. **Equipment**   Justify the necessity and indicate any departmental contribution. Detail how equipment purchased for this project will be utilized by department(s) after the grant is terminated. If the project includes any equipment (a single piece of equipment valued at $5000 or higher) or requires space commitment, applicants need to submit an equipment form (see the last page of this application).  ***NOTE: If requesting a single piece of equipment costing $5,000 or more, then with application submission, must include a fully signed Equipment Questionnaire (see last page of this application)*** |
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| 1. **Travel**   Indicate the purpose(s) of each trip requested and the benefit(s) applicable to the project. The travel estimate should be as specific and accurate as possible. Where appropriate, travel and lodging should be based on currently approved state rates, which can be found at <http://www.gsa.gov/portal/category/100120>.   * URDA should not provide funds for travel until the recipient’s regularly allotted travel funds have been exhausted * The maximum amount of travel is $1,000 for conferences (subject to availability of funds) or other purposes. For requests for non-conference travel funds of more than $1,000, the applicant must provide strong justification for requested additional travel funds * Document how travel is **directly** related to the proposed research * It is expected that you will use your college/dept. travel funds first * If travel funds are being given to an outside collaborator, they must be justified |
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| 1. **Summer Salary** *(****MAXIMUM AMOUNT $5,000****)*   An approval email or letter from the chair must be submitted with the application if you request summer salary. Suppose a summer salary is asked for and is essential to the project. In that case, the circumstances must be justified as part of the proposal (e.g., collecting data at another university or laboratory, visiting a library, etc.). If there is a TAMIU faculty co-PI, include which faculty member receives the summer salary. Salary will be based on effort and calculated as a percentage of the PI's monthly salary during the previous academic year (for example, 15 days of effort is equal to 0.50 months of salary) up to a total of $5,000 less fringe benefits (subject to availability of funds). Faculty cannot request summer salary and, at the same time, receive a School of Business Summer Research Grant.  Example: A faculty member on a 9-month contract who wants to take $5,000 in summer pay from their URG - The take-home amount is calculated as follows: $5,000 – 15% (employer fringe benefits) = $4,250 (gross pay); $4,250 – 40% (employee taxes, including 25% federal income tax on supplemental pay and retirement) = $2,550. |
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| 1. **Other**   Describe and justify any other items necessary for the project.  If books and other printed materials are to be involved, show wherever such selections are duplicates of copies already a part of the University’s library collection. |
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| BIOGRAPHICAL SKETCH |
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| Provide information below for PI, co-PI, and collaborators (1 form for each)  **Follow the instructions below for each section—a maximum of 4 pages.** |

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| **NAME** | | **POSITION TITLE** | | |
| **EDUCATION/TRAINING**  Begin with baccalaureate or other initial professional education, such as nursing, including postdoctoral training and residency training, if applicable. | | | | |
| **INSTITUTION AND LOCATION** | **DEGREE** | | **MM/YYYY** | **FIELD OF STUDY** |
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| **A. Personal Statement**  Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor, participating faculty) in the project that is the subject of the application. Within this section, you may briefly describe factors such as family care responsibilities, illness, disability, and active-duty military service that may have affected your scientific advancement or productivity. |
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| **B. Professional Positions**  List the previous positions in chronological order, concluding with the present position. |
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| **C. Honors and Synergistic Activities (optional)**  List any honors. Include present membership in any federal government public advisory committee.  A list of up to five examples of synergistic activities that demonstrate the broader impact of the individual’s professional and scholarly activities that focus on integrating and transferring knowledge and its creation. Examples could include, among others, innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual’s immediate organization. |
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| **D. Selected Peer-Reviewed Publications**  Applicants should limit the list of selected peer-reviewed publications or manuscripts in press or in review to no more than 15. Do not include manuscripts in preparation. The individual may include publications based on recency, importance to the field, and/or relevance to the proposed research. Put an asterisk in front of any product produced from any previous University Research Grants, University Research Development Awards, or University Creative Projects Grants.  Put an asterisk in front of any product produced from any previous University Research Grants, University Research Development Awards, or University Creative Projects Grants. |
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| **E. Research Support**  List both selected ongoing and completed research projects for the past three years (Federal or non-federally supported). Begin with the projects most relevant to the research proposed in the application. Briefly indicate the overall goals of the projects and the responsibilities of the key person identified on the Biographical Sketch. Do not include the number of person months or direct costs. |
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| **F. Collaborators and Other Affiliations (optional)**  Collaborators and Co-Editors. A list of all persons in alphabetical order (including their current organizational affiliations) who are currently or have been collaborators or co-authors with the individual on a project, book, article, report, abstract, or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the proposal submission. If there are no collaborators or co-editors to report, this should be so indicated. |
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| **CURRENT AND PENDING SUPPORT** | |
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| Provide information below for PI, co-PI, and any external collaborators (1 form for each). Fill out additional page(s) of this form if the individual has more than two currently funded or pending grant applications to detail all grant support currently engaged in or for which financial support is pending. In cases of multiple sources of support for any project, identify the source and specific dollar amount of support.If the applicant has nothing to report for this section, check “Not Applicable” and include the investigator’s name so reviewers know the page is being intentionally left blank. | |
| Not Applicable for Investigator Name: |  |

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| Source of Support: | | |  | | | | | | | | |
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| Project Location: | | |  | | | | | | | | |
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| Total Award Amount: | | | **$** | |  | Start Date: |  | | End Date: | |  |
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| Role in Project: |  |  | | | | Support Type: |  |  | | | |
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| Persons-Months Per Year Committed to the Project: | | | | | |  |  |  | | | |
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| Role in Project: |  |  | | | | Support Type: |  |  | | | |
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|  |  | Co-Investigator | | | |  |  | Submission in the Near Future | | | |
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| Persons-Months Per Year Committed to the Project: | | | | | |  |  |  | | | |
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| **CURRENT AND PENDING SUPPORT** | |
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| Provide information below for PI, co-PI, and any external collaborators (1 form for each). Fill out additional page(s) of this form if the individual has more than two currently funded or pending grant applications to detail all grant support currently engaged in or for which financial support is pending. In cases of multiple sources of support for any project, identify the source and specific dollar amount of support.If the applicant has nothing to report for this section, check “Not Applicable” and include the investigator’s name so reviewers know the page is being intentionally left blank. | |
| Not Applicable for Investigator Name: |  |

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| Project/ Proposal Title: | | |  | | | | | | | | |
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| Source of Support: | | |  | | | | | | | | |
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|  |  | Co-Investigator | | | |  |  | Submission in Near Future | | | |
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| Persons-Months Per Year Committed to the Project: | | | | | |  |  |  | | | |
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| **DIFFERENCES FROM PREVIOUSLY FUNDED INTERNAL GRANTS** |
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| If you have received previous funding via a University Research Grant (URG) or University Research Development Award (URDA), please explain how the proposed project differs from previously funded. If the applicant has nothing to report for this section, check “Not Applicable” so reviewers know the page is intentionally left blank. ***Maximum of 1 page*** |

Not Applicable

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| **PROGRESS REPORT, EXTERNAL GRANT ABSTRACTS AND REVIEWER COMMENTS** | | |
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| If the applicant has nothing to report for these sections, check “Not Applicable” so reviewers know the page is intentionally left blank. | | |
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| 1. **PROGRESS REPORT:** If you are currently funded via a University Research Development Award (URDA) or University Research Grant (URG), pleasesubmit the Progress Report Form detailing your activities and accomplishments as a separate attachment with this application. Progress Report Form is available on the Office of Research and Sponsored Projects website: <http://www.tamiu.edu/orsp/UniversityResearchCouncil.shtml>   If you have an extension on a previous UCPG, URG, or URDA at the time you are submitting this application for new funding, you must submit the Progress Report Form (details above) | | |
|  |  | Not Applicable |
|  |  | Submitted as a separate attachment with this application |
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| 1. **EXTERNAL GRANT SUBMISSION ABSTRACT(S):** Please submit the abstracts from the past two year’s external grant submissions as a separate attachment with this application | | |
|  |  | Not Applicable |
|  |  | Submitted as a separate attachment with this application |
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| 1. **EXTERNAL GRANT SUBMISSION REVIEWER COMMENTS:** Please submit the reviewer comments from the funding agencies for the past two year’s external grant submissions as a separate attachment with this application. | | |
|  |  | Not Applicable |
|  |  | Not Available |
|  |  | Submitted as a separate attachment with this application |

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| **INSTRUCTIONS TO UNLOCK APPLICATION** |
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| Password protection is included in this application, so the checkboxes and drop-down menus will work. If you need to turn off the protections, follow these steps: |
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| 1. Open the file for the URDA application. |
| 1. Go to the **REVIEW** tab |
| 1. Click on the **PROTECT** button found on the far right. |
| 1. Click on the **RESTRICT EDITING** |
| 1. A sidebar window will open up. |
| 1. Click on the **STOP PROTECTION** button. |
| 1. A **UNPROTECT BOX** will pop-up.     **3025** |
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| 1. Type **3025** and hit **OK.** |
| 1. Then it is just a regular Word document and if you want the checkboxes etc.,   to work again, just reverse the process described above  by clicking **YES START ENFORCING PROTECTIONS** |

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| **QUESTIONNAIRE FOR PIs ORDERING EQUIPMENT ON A GRANT APPLICARION** | | | | |
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| Don't hesitate to get in touch with grants@tamiu.edu to discuss this form.  PIs must complete this form when applying for a grant with an equipment request. | | | | |
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| *Note: Principal Investigators must provide as many details as possible on this form. After signing it, please forward it to your Chair for approval. Once the Chair approves it, submit the form with your grant application.* | | | | |
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| PI Name: |  | | | |
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| Proposal Due Date: |  | | | |
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| Yearly Cost of Service Contract: | | **$** | | |
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| Is this a resubmission of a grant? | | | Yes  No | |
| If yes, add the date of the previous submission: | | | |  |
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| Has the room changed since the original approval? | | | | Yes  No |
| If yes, what was the previous room? | | | |  |
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| ***Note to ORSP:*** *Review the original form and confirm that no room change was made in the resubmission form.*  *If confirmed, the previous form can be used; there is no need to proceed to fill out a new form.* | | | | |

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| **1. QUOTE:** PI must provide a detailed quote from the vendor when forwarding this form for approval. **(REQUIRED)** | |
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| **2. SPECIFICATIONS:** Provide specifics for the equipment: height, width, depth, and weight; electrical requirements, including heating and cooling; water requirements, including heating and cooling; software requirements, accessories, etc. | |
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| **2. SPACE REQUIREMENTS:** What are the space requirements for the equipment? | |
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| **3. SPACE LOCATION:** Have you identified a space (office, lab, etc.) that will accommodate equipment and all its needs? If so, what is the location of this space? | |
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| **4. CHAIR APPROVAL:** Doyou have your chair’s permission to use the above-mentioned space? | Yes  No |
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| **5. DEAN APPROVAL:** Doyou have your dean’s permission to use the above-mentioned space? | Yes  No |
|  | |
| **6. ROOM RENOVATIONS:** To prepare space for equipment installation, will moving equipment/ furniture and/or renovating/modifying a room be necessary (e.g. construction, data, electrical)? | |
| Yes  No *If yes, please provide details below.* | |
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| **7. ADDITIONAL COSTS:** Will the equipment require additional costs once installed or purchased, such as insurance, service and maintenance, extended warranty, etc.? | |
| Yes  No *If yes, please provide a quote.* | |

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| **8. APPROVALS:** | | |
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| PI Signature and Printed Name |  | Date |
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