

**APPLICATION  
FOR  
RESEARCH ASSOCIATE**

\*\*\*\*\*

**Name:** \_\_\_\_\_

**Dept.:** \_\_\_\_\_

**Agency/Grant Program:**  
\_\_\_\_\_

**Program Deadline:** \_\_\_\_\_

**Brief summary of proposal:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Which semester:** \_\_\_\_\_

**Number of hours:** \_\_\_\_\_

**Course name/number from which to be released:**  
\_\_\_\_\_

Attached is a list of requirements you must adhere to. If you are in agreement please sign below.

\_\_\_\_\_  
**Applicant** **Date**

**Approvals:**

\_\_\_\_\_  
**Department Head** **Date** **Dean** **Date**

**\*Please return this form to the Office of Grants and Research, 202 Hooper Hall, Dept. 4905.**

# REQUIREMENTS FOR RESEARCH ASSOCIATE AWARD

\*\*\*\*\*

1. Prepare and submit an outline of your proposal to the Office of Grants and Research by 9/15 (for Fall semester release) or 1/15 (for Spring semester release).
2. Communicate with the Office of Grants and Research staff on a routine basis during proposal development regarding project status (via email or meetings – at least every two weeks).
3. Complete proposal draft at least one month prior to deadline so that the Office of Grants and Research staff may assist you in securing peer review. Provide a copy of your proposal draft and reviewer's comments to the Office of Grants and Research.
4. Submit final proposal (including budget) to the Office of Grants and Research seven days prior to the agency deadline.

**\*Please note that future Research Associate awards are contingent upon successful completion of these requirements.**