**APPLICATION CHECKLIST**

**Part 1** Applicant and co-applicant information (this document)

**Part 2** Application details, including Budget Summary (this document)

**Part 3** Project Summary (this document)

**Part 4** Signatures (this document)

**Required Attachments**

**Research Proposal**: Times New Roman Font Size 12, maximum 6 lines per inch, ¾” margins all around. (2 pages maximum).

**References** (1 page maximum).

**Budget justification** (1 page maximum) detailing:

* Salary and benefits: rationale for all personnel (use Tri-Council guidelines)
* Materials and supplies
* Travel and accommodation: justify the length of any trips and specify the purpose.

An electronic version of the complete application submission as a single pdf document to be sent to [lfs.research@ubc.ca](mailto:lfs.research@ubc.ca) by 5 pm, Friday January 29, 2020.

**PART I APPLICANT AND CO-APPLCANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **TO BE COMPLETED BY THE APPLICANT** | | | |
| **FAMILY NAME:** | | **GIVEN NAME AND INITIAL(S):** | |
| **GROUP:** | **EMAIL:** | | |
| **RANK:**  PROFESSOR  ASSOCIATE PROFESSOR  ASSISTANT PROFESSOR  INSTRUCTOR | | | |
| **TYPE OF APPOINTMENT:**  TENURED  TENURE-TRACK  FULL-TIME  LIMITED/CONTINGENT TERM | | | |
| **TERM OF APPOINTMENT (i.e., start and end dates):** | | | |
| **TO BE COMPLETED BY CO-APPLICANT #1** | | | |
| **FAMILY NAME:** | | **GIVEN NAME AND INITIAL(S):** | |
| **DEPARTMENT:** | **ID:** | | **EMAIL:** |
| **RANK:**  PROFESSOR  ASSOCIATE PROFESSOR  ASSISTANT PROFESSOR  INSTRUCTOR | | | |
| **TYPE OF APPOINTMENT:**  TENURED  TENURE-TRACK  FULL-TIME    LIMITED/CONTINGENT TERM | | | |
| **TERM OF APPOINTMENT (i.e., start and end dates):** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **TO BE COMPLETED BY CO-APPLICANT #2** | | | |
| **FAMILY NAME:** | | **GIVEN NAME AND INITIAL(S):** | |
| **DEPARTMENT:** | **ID:** | | **EMAIL:** |
| **RANK:**  PROFESSOR  ASSOCIATE PROFESSOR  ASSISTANT PROFESSOR  INSTRUCTOR | | | |
| **TYPE OF APPOINTMENT:**  TENURED  TENURE-TRACK  FULL-TIME  LIMITED/CONTINGENT TERM | | | |
| **TERM OF APPOINTMENT (i.e., start and end dates):** | | | |

**PART 2 APPLICATION DETAILS**

|  |  |
| --- | --- |
| **TITLE OF PROJECT:**    **Please Indicate if this is a new project or resubmission:** | |
| **PROPOSED START DATE:** | |
| **PROPOSED DATE FOR SUBMISSION OF AN EXTERNAL GRANT APPLICATION (state the external grant submission timeline and targeted funding agency):** | |
| **BUDGET SUMMARY**  **A separate one page budget justification must be attached that explains, in detail, the budget that has been requested. Please complete only the rows that are related to your proposal.** | |
| **EXPENSE** | **AMOUNT** |
| Undergraduate Student Stipend |  |
| Graduate Student Stipend |  |
| Research Assistant Salary |  |
| Research Associate Salary |  |
| Technician Salary |  |
| Travel for Research or Collaboration  (\*\*Conference travel and related expenses are ineligible.) |  |
| Materials and Supplies |  |
| **TOTAL** |  |

**PART 3 (One (1) page max.) PROJECT SUMMARY**

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| --- |
| **PLEASE PROVIDE A BRIEF SUMMARY OF YOUR PROPOSAL THAT IS SUITABLE FOR RELEASE TO THE PUBLIC:** |

**PART 4 SIGNATURES**

|  |  |
| --- | --- |
| **SIGNATURES:**  **The Associate Dean of Research attests that the applicant’s position holds an expectation of research.** | |
| **APPLICANT:** | **DATE:** |
| **CO-APPLICANT:** | **DATE:** |
| **CO-APPLICANT:** | **DATE:** |