**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 by 5 pm, Friday January 29, 2020.

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

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| **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):**      |

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| **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**

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| **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**

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| **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:**      |