

## **PROCEDURE FOR APPLICATION**

The following deadlines have to be emphasized:

### **A. Regular Research Grants**

- **By April 7<sup>th</sup>**, applications should be submitted to the CRC.
- **By May 7<sup>th</sup>**, each CRC must submit its recommendations (ranking) and the dean's recommendation to the Chairperson of the URB.
- **By June 15<sup>th</sup>**, the URB will announce decisions for regular grant funding.
- **September 1<sup>st</sup>**, funded projects are normally initiated.

### **B. Fall Seed Grants**

- **By November 30<sup>th</sup>**, applications should be submitted to the CRC.
- **By December 30<sup>th</sup>**, CRC must submit its recommendations (ranking) and the dean's recommendation concerning the Fall Seed grants to the Chairperson of the URB.
- **By end of January**, the URB will announce decisions for seed grant funding.

Faculty members must adhere to the following procedures in preparing their grant applications:

1. Proposals should include the relevant URB application form which can be obtained from Colleges' offices, or downloaded from the URB web site.
2. The faculty member must secure the signatures of the department chair and the dean. The proposal should then be sent to the CRC for review before the posted deadline.