PROCEDURE FOR APPLICATION

The following deadlines have to be emphasized:

A. Regular Research Grants
   • By April 7th, applications should be submitted to the CRC.
   • By May 7th, each CRC must submit its recommendations (ranking) and the dean’s recommendation to the Chairperson of the URB.
   • By June 15th, the URB will announce decisions for regular grant funding.
   • September 1st, funded projects are normally initiated.

B. Fall Seed Grants
   • By November 30th, applications should be submitted to the CRC.
   • By December 30th, 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.