Application Instructions

Please include all of the following items as part of the application:

- 1. Project Description (5-page limit, with 12-point font, single spaced) Attach a project description in the document section addressing the following five criteria:
 - a. Describe the project. Clearly explain the objectives of the proposed project, the methods you will use, and the expected measurable

- c. Click on the icon to enter CAYUSE 424 and locate your project proposal shell.
- 4. Complete the R&R budget in CAYUSE 424 detailing how the grant will be used. See CAYUSE budget instructions on the OSPR website at <u>www.usi.edu/sponsored-projects/cayuse-424</u>.
- 5. Attach a Budget Justification that supports the line-item budget. <u>The budget justification should be</u> <u>saved as a .pdf file and attached on page three of the R&R Budget in CAYUSE, section K.</u> An example can be found at on the OSPR website at <u>www.usi.edu/sponsored-projects/grant-proposal-and-federal-</u> <u>contract-development</u>.
- 6. Attach separate pdf files including the following to the documents section under Proposal Summary in CAYUSE:
 - a. Project Description (5 page maximum)
 - b. Letter(s) of support/site approval
 - c. Short CV (2 page maximum)
 - d. Other related materials

See detailed directions at www.usi.edu/sponsored-projects/cayuse-424.

7. Submit the proposal for routing through CAYUSE 424 no later than 4:30 p.m. on November 6, 2023. Note: To submit your proposal you will need to approve the proposal in CAYUSE by checking the box next

Budget Stipulations and Regulations

The amount requested should accurately reflect the cost of completing the project, up to a maximum of \$5,000.

Grant funds may be used for the following:

- o Student workers
- o Consultant fees
- Materials & Supplies: Office supplies, postage, software, laboratory supplies, books, etc. needed to complete the project.
- Non-Capital Equipment: Durable equipment with a unit price less than \$5,000.
- Travel: Use of funds for travel are subject to the current US <u>travel policies</u>, which are subject to change. At this time international travel will be approved on a case-by-case basis. In some instances,

and restrictions.

 Other: Anything that does not fit into one of the above categories or categories listed on the Budget Form, such as rental or usage charges for equipment at another institution or payment to research subjects.

All requested budget items must conform to University accounting policies and procedures. All equipment, tangible materials, and books purchased on a grant are property of the University. Mileage and per diem are based on current University rates.

Student wages are based upon the current University hourly wage (typically \$7.25 an hour). If the

animal care,