**International Collaborative Research Grants for Faculty**

**Proposal Checklist**

* **Proposals are due by 5:00 PM on Monday, December 18, 2017**.
* Electronic submissions are required and should be sent to [grants@global.rutgers.edu](mailto:grants@global.rutgers.edu).
* Save your file as Name\_CollaborativeResearchGrant\_TF (i.e. JohnSmith\_CollaborativeResearchGrant\_TF).

**Please include the checklist below with your proposal.**

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| **Proposal Requirements (please assemble proposal in the following order):** | |
|  | Completed and fully-signed proposal cover sheet, including a summary/abstract of the proposed research. *NTT faculty will also need to provide a letter from their Dean, Chair, or Director stating support for the proposal, and it is expected that the applicant is in a position which will be renewed for the duration of the grant period (2017-2019).* |
|  | Brief description of the research/program. The proposal should not be longer than three pages in length. The project description must include:   1. a list of proposed activities; 2. a project timetable; 3. a brief description of potential outcomes (i.e., publications, external sources of funding that will be sought upon completion of the pilot project including funding agency and specific programs, if available, conferences planned, and other outcomes). |
|  | List of participants from Rutgers and the partner institution. |
|  | Written and signed verification from the project director at the partnering institution(s) confirming interest in participating, outlining the importance of the collaboration, and noting its intended impact on the partner institution. |
|  | Detailed budget including applicable account numbers (see Excel budget sheet on website). Please see budget guidelines for details regarding expenditures that may or may not be charged to the grant. |
|  | Detailed budget narrative. |
|  | Two page CV for each principal applicant at Rutgers and the partner institution. |

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**Proposal Cover Page**

Proposal Title:

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Principal Investigator:

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| --- | --- |
| Name: |  |
| Title: |  |
| Tenure Status: | * Tenured * Tenure-Track * Non Tenure (additional documentation needed, see checklist) |
| Dept./Unit |  |
| School |  |
| Campus |  |
| Email: |  |
| Phone: |  |
| Campus Mailing Address: |  |
| Signature: |  |

Country of Focus:

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Partner Institution or Organization:

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Total Funding Request (max $8,000):

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Include below a summary/abstract (150 words maximum) of the proposed project/program in non‐ technical language accessible to a colleague from any other field of study, making it clear why this research/project is important.

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