

**Reynolda Campus
Application for Internal Funds**



**WAKE FOREST
UNIVERSITY**

RESEARCH & SPONSORED PROGRAMS

Personnel Information

Name:	Department:	<u>For Office Use Only</u> Date received: _____ By: _____
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Rank: () Professor () Associate Professor () Assistant Professor () Instructor or Lecturer

Status: () Tenured () Tenure-track () Visiting/Temporary () Research Staff/Adjunct

Project Information

Title:

Duration: (Start dates must be January 1st or June 1st)

Amount Requested:

External Support Information

If you have applied for external support for this project, please note the source and the status of your application:

If you have other commitments or overlapping obligations during the proposed project period, please indicate how your time will be allocated.

Do you have a SPIN account? () yes () no Do you receive email alerts? () yes () no

Bridge Funding

() one-time bridge funding

Applicants should submit the external reviewer comments from the declined application, a 1-2 page plan to address them, an abstract, and a 1-page budget.

Previous Internal Award History (please indicate awards received in the past 3 years)

Publication & Research:	Year	Amount	\$	<i>Please use this space to record additional internal awards as needed.</i>
Archie Fund:	Year	Amount	\$	
Collaborative Pilot Grant:	Year	Amount	\$	
Pilot Research Grant:	Year	Amount	\$	
Other:	Year	Amount	\$	

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Number of previous internal awards/declines _____

Final report from previous internal awards received _____

Application Instructions

Please follow the Proposal Preparation instructions shown in the guidelines for the fund to which you are applying. Please provide:

Compliance: Does this proposal involve or require:

___ human subjects, ___ animals, ___ biohazards, ___ hazardous chemicals, ___ radioactive materials, ___ imaging services, ___ select agents*/toxins

IF yes, you must have appropriate committee(s) approval before the project can begin.

*For the list of select agents see:

<http://www1.wfubmc.edu/EHS/Biological+Safety/Select+Agents/Select+Agent+Listing.htm>

Complete applications include all the items listed below in the following order:

- _____ Completed, signed application page
- _____ Format I (5 page limit): Abstract, Objectives, Background & Significance, Methods; References; Other Sources
- _____ Format II (5 page limit): Question or Problem, Research Methods, Timetable; References; Other Sources
- _____ Detailed Budget
- _____ Budget Justification
- _____ CV (2 pages): including publications
- _____ Description and outcome of previous internal awards
- _____ Plan for External Submission
- _____ Resubmissions
- _____ List of WFU Collaborators

Incomplete or late applications will not be reviewed.

Please send the signed, complete application and proposal in one PDF file as an email attachment to Rick Orzechowski, orzechr@wfu.edu **by 5 p.m. on the deadline date**. Hard copies will also be accepted in addition to the electronic application, Office of Research and Sponsored Programs, 306 Reynolda Hall.

Please allow several weeks for the review process.

<i>Signature of Applicant:</i>	Date:
<i>Signature of Department Chair or Equivalent:</i>	Date

<i>Signature of Co-Applicant:</i>	Date:
<i>Signature of Department Chair or Equivalent:</i>	Date