

# \_\_\_\_\_

**DASH (Design, Arts, Social Sciences and Humanities) Coversheet**  
**DEADLINE- First Monday in March**

\_\_\_\_\_/\_\_\_\_ Yrs  
Principal Investigator (Last/First) Position or Title Department & Years at KSU (as Asst Prof or above)

\_\_\_\_\_  
E-Mail Address @ksu.edu 785-\_\_\_\_\_-\_\_\_\_ Office Address

\_\_\_\_\_  
Dept Account Rep's Name (Last/First) E-Mail Address @ksu.edu 785-\_\_\_\_\_-\_\_\_\_ Phone Number

\_\_\_\_\_/\_\_\_\_ Yrs  
Co- Investigator (Last/First) Position or Title Department & Years at KSU (as Asst Prof or above)

**RESEARCH PROJECT TITLE:**  
**DASH**

Total DASH Amount Requested to nearest Dollar: \$ \_\_\_\_\_

Total Amount of Any Supplemental Funding being given: \$ \_\_\_\_\_  
Supplemental Funder's Name/ Dept. \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**COMPLIANCE CHECKLIST**

Does your research project involve any of the following (even if protocol is exempt)?

- Human Subjects \_\_\_ YES \_\_\_ NO
- Radioactive Materials \_\_\_ YES \_\_\_ NO
- Live vertebrates \_\_\_ YES \_\_\_ NO
- \_\_\_ YES \_\_\_ NO

Biohazards including recombinant or synthetic nucleic acid molecules and infectious agents.

**APPLICATION CHECKLIST:**

To be considered for funding, include the following documentation in your packet:

1. **DASH coversheet** (this page);
2. **Abstract** (1 page maximum) with research project title (should not be identical to start of narrative);
3. **Detailed Budget** include pertinent back up documentation such as quotes if applicable; how you arrived at your costs if estimated; and list any supplemental funding;
4. **Supplemental Funding** information, if applicable;
5. **Project Timeline** (1/2 page maximum; note: projects should be complete in one year)
6. **Narrative** (5 page maximum) Should contain: the significance of your project; clearly stated goals and objectives; and an approach section. Also explain the benefits expected to your career development and to K-State. Discuss your plans for 1) obtaining extramural funding, 2) developing a show or exhibition of your work (if applicable), or 3) plans for publication or presentation of work.
7. **Compliance Approval Letter OR Plans for Submitting a Compliance Letter** (Applicable for projects w/ human subjects (including surveys); animals; biohazards/infectious agents; radioactive materials. Denote approval schedule in timeline.)
8. **Short Vita** (2 page maximum);
9. **Funding History** (applied, received, and/or declined) for past 3 years and status of funding received; including FDA & USRG funding;
10. **Department Head's Letter Form of Support** (required);

**TO SUBMIT:**

1. **Create ONE PDF file of the items listed above** (in the order listed);
2. **E-Mail the PDF as an attachment to [ord@ksu.edu](mailto:ord@ksu.edu)**; by the deadline (first Monday in March for spring or October for fall)
3. **Signatures will be generated by the e-sign system.** You will receive an email from the system and should immediately log in through the link in the email and sign as PI. Your department head and dean will then receive emails requesting their signatures. Make sure your department head is aware that their signing will be requested via e-sign. **ORD must receive all signatures within a week of the proposal due date; otherwise your proposal will be returned without review.** You will not receive a reminder to complete this task.

If you have any questions, feel free to call ORD at 785-532-6195 or e-mail [ord@ksu.edu](mailto:ord@ksu.edu).

**INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED**