
**USRG (University Small Research Grant) Coversheet DEADLINE-
First Monday in March**

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

E-Mail Address _____@ksu.edu 785-____-____ Phone Number _____ Office Address _____

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

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

USRG RESEARCH PROJECT TITLE:

Total USRG 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

Biohazards including recombinant or synthetic nucleic acid molecules and infectious agents. _____ YES _____ NO

APPLICATION CHECKLIST:

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

1. **USRG 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**; 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.

INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED