**Committee on Research and Creative Activity**

Cover Sheet and Checklist

|  |  |
| --- | --- |
| Name of Applicant |       |
| Position/Title |       |
| Phone number and Email address |       |
| Applicants Department/Unit |       |
| Title of Proposed Activity or Project |       |
| Date(s) of Proposed Activity or Project |       |
| Total Amount required for the Activity or Project |       |
| Total matching amount from other sources |       |
| Total amount requested from CRCA |       |

***CHECKLIST FOR PROPOSAL SUBMISSION***

*Complete proposals help expedite review and processing.* ***Incomplete proposals will be returned for additional information.*** *The delay could result in the loss of funding for a proposal that might have otherwise been successful.
To ensure that the review of your proposal is not delayed, please complete the checklist below before submitting
your proposal.*

[ ] The completed **CRCA Application Form** application form is attached.

[ ] A statement of support from the department chair or supervisor is attached.

[ ] Identification of available start-up funds**,** if applicable, and how they may be used to support the proposal.

[ ] The[**Professional Development Budget Form**](http://www.uwp.edu/departments/governance/academic.staff/committees/forms/aspdcBudgetForm.docx)(xlsx) is attached.

[ ] Supporting document(s) such as a program/conference description, program agenda, acceptance letters (e-mails) and/or related expense documentation (registration, lodging, airfare, meals, etc.) is attached.

|  |  |
| --- | --- |
|  |  |

The complete proposal and supporting documents must be sent in digital format as **one pdf file via email to** **radley@uwp.edu** **with a cc: to the Chair of CRCA** **wang@uwp.edu****.**