

**Required elements to be completed before your proposal is accepted for review by the HPD Research Committee:**

- First page has all required elements (College, Department, Study Title, and PI name and contact information).
- Ensure requested funding amount matches total amount reflected in Budget section – Page 3.
- Signature page has all required approvals – Page 4.
- Principal Investigator signature assurance page is signed and dated – Page 5.
- Budget has been reviewed and approved (signature present) at College level.
- All researchers' biosketches have been included in proposal.
- Project timeline start and end date must match dates on Page 3 (Principal Investigator Cover Page).

**You must complete all items listed on this checklist in order for your proposal to be accepted for review by the HPD Research Committee.**