

# Application Submission Requirements

A complete application will consist of **the formatting guidelines and 6 required sections**:

## General formatting guidelines

- Single spaced, 1-inch margins all around
- 12pt, Times New Roman or APA approved font
- PDF file

## 1. Cover Page

- Name
- Faculty position title
- NMSU email
- Department
- Project title
- IRB application status [date of submission, date of approval, pending submission, other (explain)]

## 2. Application Narrative

(5-7 single-spaced pages)

- Project title
- Literature review and background
- Gap in knowledge
- Research question or objective
- Potential impact on the field of study
- Research methodology or creative process
- Dissemination plan for project results/products
- Expected impact on applicant's future research, including how the project will lead to external grant funding in a specific funding agency; please name the agency, the funding notice, and an estimated amount of the external grant.
- Project personnel and responsibilities, including investigators, project assistants (i.e., undergraduate and/or graduate students) and key collaborators
- Timeline or Gantt Chart

## 3. References (separate page/s)

## 4. Alignment of research initiative with College and Department Mission Statement (separate page/s)



# Application Submission Requirements

## 5. Budget (separate page)

Below is a budget template. Please review your proposed budget with Research Operations Center (ROC) staff before submitting your application.

Item	Requested Amount
<b>Salary</b>	
Undergraduate Student Salary* and Graduate Student Salary **	
<b>Fringe</b>	
Undergraduate Student	
Graduate Student	
<b>Travel</b>	
<b>Materials, Supplies, Technology</b>	
<b>Equipment Data Services/Software</b>	
<b>Participants</b>	
Incentives	
<b>Total Budget</b>	

\* Undergraduate Students must be paid a minimum of \$12.65/hour as per university policy. Fringe must also be included in the budget amount. See <https://hr.nmsu.edu/employment/salary.html>

\*\*Graduate Students are paid using the pay scale and fringe at <https://hr.nmsu.edu/employment/salary.html>

## 6. Budget Justification (separate page)

Include a budget justification narrative for each listed budget item. Please provide a rationale for each budget item and how the cost supports your project.

**\*Note:** Upon funding decisions, the committee may recommend that proposals may be funded for less than the amount requested in the application.

## Recommendations

Please meet with the HEST Research Operations Center to ensure your budget meets NMSU's pay for Graduate Assistants, Undergraduate student assistants, the fringe, and any other questions such as participant incentives, travel, and supplies/technology. Please contact Dr. Juanita Hannan, [juamendo@nmsu.edu](mailto:juamendo@nmsu.edu) to set up an appointment to review your budget.