

**Uniform Cover Sheet
For Development Programs in
The Office of the Provost**

I. Please include all the following information in your proposal or application for faculty and staff development support.

Title of Funding Program or Initiative: _____

Date of Submission: _____

Applicant's Name: _____

Applicant's Title: _____

Department/Program/Unit: _____

Faculty/Staff Collaborators: _____

Project Title: _____

Total Amount Requested: _____

II. Please answer the following questions regarding your proposal.

1. Does the proposed project involve student labor or student collaboration?
 - a. If so, have the student collaborators or workers been recruited?
2. Does your proposed project require Institutional Review Board or Animal Use and Care Committee approval? (In many cases, the use of student's course-related work governed by IRB protocols).
 - a. If so, has it secured approval?
3. Do the Program or Initiative guidelines require a statement of support from a department chair, program director, supervisor, and/or dean?
 - a. If so, from whom?
 - b. Have you requested that statement of support?
 - c. If so, on what date?
4. Does your proposed project involve the participation of other Drake faculty or staff not listed as collaborators above?
 - a. If so, have you recruited collaborators and/or participants?
 - b. If so, have you secured provisional commitments?
 - c. If so, from whom?

Thank you for your proposal.