



APPLICATION INSTRUCTIONS AND CHECKLIST FOR RESEARCH START-UP GRANTS FOR NEW SCIENCE FACULTY

I. Completing the Application

Download the application from the Trust's website (www.murdocktrust.org) under Grant Opportunities under Undergraduate College and Universities. All information requested must be entered within the space provided, or as noted in the application. Institutions may scan the application form for ease of preparation, but organization of the requested information on each page as well as space limitations for each item must be followed strictly. Use no smaller than **11 point font** in filling out the form. **The total application, including the first page (Items A-E), may not exceed 10 pages.** Application must be submitted electronically.

Prepare a cover letter (maximum 2 pages) that addresses the following items: what is the vision for the department, extending at least over the next five years; how are teaching loads counted in the department, and what is considered a normal load (address at least classroom and also laboratory duties); how many majors have graduated in the department in each of the last five years; what are institutional and departmental expectations for the new hire regarding peer-reviewed publications, external funding, and tenure and promotion considerations; how will the new hire fit into the future of the department; how will the department nurture and mentor the new hire to become a productive research scholar. Chairs are encouraged to provide additional metrics that they feel will strengthen the application and should be included. The chair letter is a critical component of the application, and department chairs should prepare a most compelling letter.

The following items refer directly to the application form.

A. **INSTITUTIONAL INFORMATION** (self-explanatory)

B. **DEPARTMENTAL INFORMATION**

Enter the science department seeking the new hire—this must be a department in the natural sciences: biology, chemistry, physics, geology, astronomy, biochemistry, biophysics. Provide contact information for the department chair; the academic level you are seeking to fill (assistant professor, associate professor, . . .); and the scientific sub-discipline sought (if known).

C. **CONSULTANT INFORMATION**

Provide contact information for the chosen consultant; identify the consultant's discipline and sub-discipline of expertise. Attach a copy of the consultant's CV to this application.

D. **BUDGET SUMMARY**

Enter the total dollar budget amount (from the first part of Item G, below), and the total request to the Trust (one-half of the Total Dollar Budget, but not to exceed \$30,000). Note: no overhead or indirect costs may be included in this budget.

E. **SIGNATURES**

Provide signatures of the department chair; and of a person authorized to commit the institution to the content of this proposal.

F. DEPARTMENTAL DATA (self-explanatory) (If additional space is needed, expand item F by copying the table provided.)

1. Current Faculty Biographical Sketches: For each, list: highest degree awarded and date, date hired, academic rank, sub-discipline specialty, research interest(s), current research grant(s) held, research proposals submitted and funded or declined [last five years, indicate as (f) funded or (d) declined], list of research publications in peer reviewed journals [last five years; identify student co-authors with an asterisk (*)), number of post-doctoral fellows supervised. Include titles for grant(s) and publication(s). Please do not include manuscripts in preparation or abstracts for talks.
2. Major Equipment Items Held in the Department: (self-explanatory)
3. Summary of Past Start-Up Research Support: Summarize start-up packages offered to each new faculty person hired in the natural sciences division in the last five years. For each hire [Professor A, Professor B, . . .] indicate the department of the hire; the sub-field of the hire; the total cash support provided [the sum of the various categories shown in the “cash” portion of the budget in this application]; the listing of items provided “in-kind” [from the list shown in that part of the budget in this application]; the number of students mentored by the professor in research; the numbers of external and internal grants submitted [declined, funded] and the total dollar value; the number of invited and contributed presentations and the number of submitted and published peer-reviewed manuscripts.
4. Number of Research Students: (self-explanatory)
5. Outcomes for Department Submitting this Application: (self-explanatory)

G. START-UP PACKAGE BUDGET TO BE OFFERED (self-explanatory) (If additional space is needed, expand item G.)

Attention: New faculty research mentoring plan (300 words or less). Describe how the department and the institution will provide mentoring activities that will enable the new faculty member in developing a productive research program. Examples of mentoring activities include, but are not limited to: support in establishing his/her research laboratory; support in preparing of grant proposals, publications, and presentations; guidance on ways to improve the skills of laboratory management and mentoring undergraduate co-workers; guidance on how to effectively collaborate with research from diverse backgrounds and disciplinary areas, from within or outside the institution; and training in responsible professional practices.

H. CONSULTANT INFORMATION AND INSTRUCTIONS:

Be sure to provide a copy of the Consultant Response Form to the consultant. **This should be completed by the consultant after the hire is complete and returned directly to the Trust, but no later than April 30.** (This will permit the Trust to obtain information that will allow a periodic evaluation of this program. It will also become a part of the evaluation of future proposals from the same institution.)

II. Submitting an Application

1. A complete application that includes all necessary signatures in Microsoft Word or PDF format. For the latter, it can be generated using a word processor or scanned in high acceptable/high resolution.

2. A Chair cover letter (scanned PDF).
3. A scanned PDF document of the institution's IRS document showing your 501(c)(3) tax exemption ruling and your 509(a) or 170(b) public charity ruling for the current legal name. Often, but not always, these rulings appear in the same IRS document.
4. A scanned PDF cover letter from the Chief Executive Officer certifying that your organization's IRS rulings are still correct—specifically referring to both the 501(c)(3) tax exempt ruling and the 509(a) or 170(b) public charity ruling—and explicitly stating the following: “no modifications are planned or pending.”
5. If your institution is tax exempt under a group ruling for a central organization, attach the latest certificate of membership as a scanned PDF document.
6. If appropriate, attached a scanned PDF document IRS recognition of any recent name change to the present legal name.
7. All of the above documents that constitute a complete application should be submitted as attachments to a single email addressed to app@murdocktrust.org. The subject line of the email should read as follows: Application Faculty Start-Up: Department Chair's First and Last name.

Note: For institutions making multiple applications, each complete proposal must be submitted separately.