

UNIVERSITY RESEARCH COUNCIL

TIMELINE FOR SUBMISSION OF **SUMMER STIPEND** 2017 PROPOSALS

=SUMMER STIPEND PROPOSAL SUBMISSION DUE DATES						
To Institutional Review Board or, Institutional Animal Care & Use Committee, or Radiation Safety Committee (If appropriate)	To Department Chair	To Chair of College Research Committee	To College Dean	To Graduate Dean *	To URC Members	URC Meeting
Prior to submission for funding	01-09-17	01-16-17	01-30-17	02-06-17	02-14-17	02-23-17

*** IMPORTANT: Proposals should have IRB and/or IACUC approval PRIOR to submission to the Graduate Dean.**

SUBMISSION PROCEDURE

Once proposals have completed all the approvals through the College Dean, they will need to be digitized (scanned to PDF files) and submitted electronically to the Graduate School. Paper proposals will no longer be accepted.

Each proposal and its supporting documents should be created in its own PDF file and the filename should be that of the faculty member followed by college code (ex. Smith, John COE.pdf)

Please email your proposals to Patti Hornor at phornor@uca.edu in the Graduate School.