☐ Read and follow the instructions and guidelines on the RDC website http://www.etsu.edu/research/rdc/major/

☐ Test online form submission to ensure your browser is compatible. To do the test, go to this link and fill out and SUBMIT the Trial Form: https://bgcop.formstack.com/forms/rdc_grant_application_test

☐ Complete drafts using the templates for text in Word and for budget in Excel from RDC website prior to starting online submission.

☐ Remember to emphasize how this project increases your development as a faculty member.

☐ Be sure to include statements about how these funds will be used to attract additional external grant funds or visibility for the university.

☐ All RDC members may serve as reviewers, so ensure the application is written to be understandable by any faculty member, not necessarily in your discipline, school or college.

☐ Include supplemental charts, tables, figures, photos, audio or video as appendix material attached to the online form in Section 8.

☐ Have someone proofread the draft before submission.

☐ Deadlines:
   Electronic submission by 4:30 pm on Thursday, Mar. 10, 2016
   Signature page submission by 4:30 pm on Tuesday, Mar. 15, 2016.

☐ Ask questions by email to RDC@etsu.edu