

Simon Fraser University

Checklist:

William and Ada Isabelle Steel Fund

Use the following checklist to make sure your application is complete.

Applicant's Name	Department / School / Faculty
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(Please tick and return with original application)

- The SFU RESEARCH FUNDING APPLICATION SIGNATURE SHEET is complete and signed by you, your Chair and your Dean (or Dean's designate). Only the original form is required as part of your application package. Thus, no copies are required. *PLEASE DO NOT CONSIDER THE SFU SIGNATURE SHEET AS "PAGE 1" OF YOUR APPLICATION. THE COMMITTEE WILL NOT SEE THIS SHEET.*
- ELIGIBILITY: The following are eligible to apply for research grants:
Members of the faculty at the rank of Assistant Professor or above, appointed by the Board of Governors to positions that are tenured or lead to consideration for tenure in an academic Department of Faculty.
The following are not eligible to apply for research grants:
Visiting Professors, Lecturers, Instructors, persons on post-retirement contracts, Limited Term Faculty, Postdoctoral fellows, graduate students, and Research Associates. They may be engaged by faculty members to assist them in their research, but the research must be that of the faculty member.
- APPLICATION FORMS: See [Internal \(SFU\) Grants](#). Use "2018" application forms. The Committee will not consider applications made using old forms.
- NAME AND PAGE NUMBERING: Please ensure that your name appears on each page of your application AND that the application is page numbered consecutively. This information is used by the Committee members to quickly locate a particular page during the adjudication of your application.
- FORM B COMPLETION REPORT(S): Include with application.
- CHAIR'S EVALUATION: The Chair's Evaluation is: Required and must be received in ORS by the deadline.
- NUMBER OF COPIES: (1) electronic copy.

E-MAIL the electronic application to ors@sfu.ca

NOTE: The SFU Adjudication Committee Chair will be informed of all incomplete and late applications. At the Chair's discretion, these applications may not be adjudicated.