

Guidelines for all proposals submitted to the Division of Research and Innovation internal funding competitions

## Submission Requirements

Submit your complete proposal on time with the required signatures.

## Font and Layout Restrictions

These requirements apply to all sections of your proposal.

1. Use one of the following typefaces identified below:
  - Arial 9
  - Courier New, or Palatino Linotype at a font size of 10 points or larger;
  - Times New Roman at a font size of 11 points or larger; or
  - Computer Modern family of fonts at a font size of 11 points or larger.

A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.

2. Margins, in all directions, must be at least an inch.
3. Words used in captions, figures, tables, and other non-paragraph layouts count as part of the total if there is a word limit for the section you are writing.

## Budget Requirements

Funds awarded internally cannot be used to supplement or match external awards without prior approval from The Office of Sponsored Research Administration. This practice is generally discouraged.

## Equipment Purchases

Any equipment or supplies purchased through R&I programs are the property of the university.

## Reporting Requirements

### Final Report

Awardees will be required to file a final report for the project with the research office. The research office will send the form after the funding period has ended. A copy can also be found on our website.

[www.research.tamucc.edu](http://www.research.tamucc.edu)

### Local Presentation of the Project

R&I may request that you present your work on campus or in the community as part of our funding programs.

### Acknowledgement of Support

Applicants agree to acknowledge in all publications (books, bulletins, professional journals, news releases, etc.) resulting from this project that the study was supported by a Texas A&M University-Corpus Christi Research Grant. "This project was supported by a [grant program name] from the Texas A&M University-Corpus Christi Division of Research and Innovation."

A copy of all published material resulting from this research effort shall be forwarded to the Division of R&I.