



Requirements for Faculty of Health Cover Sheet

Five business days prior to the deadline, submit the completed cover sheet to your academic unit, including uploaded **supporting documents** (listed below):

1. **Draft proposal** or short description of the grant, contract/agreement, or award including PI's role*.
2. **Clear budget** that matches the cover sheet (drafts are acceptable assuming no substantive changes)
3. **Emails, memos or letters** detailing:
 - **deviations** from the UWaterloo [standard overhead rates](#) (re: **Funding #2**)
 - **cash or in-kind commitments** from **your academic unit, Health, and UW** (re: **Funding #4**)
 - **teaching release arrangements** (re: **Risks #14**)
 - **additional space, equipment or renovations** (re: **Risks #15**)

* If an applicant / co-applicant has a limited term, include an email **confirmation from the chair/director that an extension** for the duration of the funding will be granted as a re-appointment or adjunct. (re: **PI**)