



UNIVERSITY OF WATERLOO
FACULTY OF SCIENCE

Requirements for Faculty of Science Cover Sheet

Two 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, Science, 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)