# Proposal Checklist

**Title of Application:** Click or tap here to enter text.

**Submitted by:** Click or tap here to enter text.

**Submission Date:** Click or tap to enter a date.

**Application File 1 of 2 (single PDF)**

[ ]  Proposal Cover Sheet

[ ]  Title and Table of Contents

**Application Sections (1-12)**

[ ]  1. Study Personnel *(1-page limit)*

[ ]  2. Resubmission Introduction *(1-page limit, if applicable)*

[ ]  3. Specific Aims *(1-page limit)*

[ ]  4. Research Strategy *(9-page limit):*

[ ]  Study Rationale

[ ]  Significance and Innovation

[ ]  Approach and Methods

[ ]  Data Management and Sharing Plan

[ ]  Project Timeline

[ ]  5. References Cited (*no page limit*)

[ ]  6. Career Development and Mentoring Plan *(2-page limit)*

[ ]  7. Research Performance Site(s) *(1-page limit)*

[ ]  8. Vertebrate Animal Research *(3-page limit)*

[ ]  **Description of Procedures**

[ ]  **Justifications**

[ ]  **Minimization of Pain and Distress**

[ ]  **Method of Euthanasia**

[ ]  9. Human Subjects Research *(4-page limit; additional for templates provided):*

[ ]  Risks to the subjects

[ ]  Adequacy of protection against these risks

[ ]  Potential benefits of the research to the subjects and others

[ ]  Importance of the knowledge gained or to be gained

[ ]  Country- / institution-specific ethics / IRB regulations addressed

[ ]  10. Other Supporting Documentation

[ ]  Research and Other Related Project Information Form *(Template provided, required)*

[ ]  Biographical Sketches and Other Support*(Templates provided, required)*

[ ]  Co-PI Plan (*only needed if applying as co-PIs;* *1-page limit*)

[ ]  Facilities, Other Resources and Equipment (*template provided*, *required for each PI/performance site)*

[ ]  US Government Foreign Clearance Form(*template provided required for each performance site*)

[ ]  11. Letters of Support *(2-page limit per letter)*

[ ]  Letters of Organizational Support *(required)*

[ ]  Letter of Collaboration from CREID Research Center PI *(required)*

[ ]  Letter from Research Center Mentor *(required)*

[ ]  Letter from Primary Scientific Mentor *(if different than Research Center mentor)*

[ ]  Letter from Biosafety Authority *(if applicable)*

[ ]  12. List of Abbreviations, Acronyms, and Symbols

**Application File 2 of 2 (single PDF)**

[ ]  Research, Related Project Information, and Budget/Budget Justification Forms

[ ]  R&R Other Project Information Form *(template provided; required)*

[ ]  Full budget, with total costs of no more than $150,000 USD for all performance sites *(required)*

[ ]  Budget justification which describes the labor and other direct costs *(required)*

[ ]  If your institution does not have adequate funds for a cost-reimbursement award and requires pre-payment of funds during the award year, please note this in your budget justification and outline a payment schedule that will function for your project.