# 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.