CHECKLIST

☐ COVER PAGE
  ☐ Project title
  ☐ Name and degree of primary investigator (PI)
  ☐ Name and degrees of co-investigators/collaborators
  ☐ Name of affiliated department(s)
  ☐ Section(s) that grant focuses on: UGME, GME, CME, IPE
  ☐ Contact information for primary investigator

☐ PROPOSAL ABSTRACT
  ☐ 12-point font and 1-inch margins, no more than 300 words.

☐ PROPOSAL NARRATIVE
  ☐ Does not exceed five, single-spaced pages, 12-point font; 1-inch margins
  ☐ Rationale & Statement of the Problem
  ☐ Background & Theoretical Framework
  ☐ Approach
  ☐ Outcomes and Evaluation Plan
  ☐ Plan for dissemination of project outcomes regionally and nationally
  ☐ References (not included in the 5-page limit)
  ☐ Necessary addendums / appendices (not included in 5-page limit)

☐ PROJECT TIMELINE

☐ BUDGET
  ☐ Itemized costs
  ☐ Statement of justification for each budget line item

☐ BIOGRAPHICAL SKETCHES
  ☐ Template provided in guidelines has been used for each biosketch

☐ LETTERS OF SUPPORT
  ☐ One letter of support for each study applicant (PI and Co-PI[s])

☐ INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL
  ☐ If this is a research project involving human subjects, documentation that the proposal has been submitted to the Institutional Review Board (IRB) for review must be included in the application

_I have reviewed the proposal and verify that the items listed above are included._

_PI Signature: ___________________________________________________________