- ☐ **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.
  - ☐ Format: Problem/Educational Issue, Goal, Approach, Predicted Outcomes, and Anticipated Impact including dissemination plan.

- ☐ **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:_____