

**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:** \_\_\_\_\_