

☐ **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:_____