PROPOSAL CHECKLIST Incomplete applications will not be accepted past 5:00pm on submission deadline. No extensions are granted for missing items. Please use the checklist below to ensure you have included all of the required documents. (Do not include this checklist in the final application)

☐ Budget Worksheet attached separately as an excel sheet and included in the PDF (please use MCHRI’s template)

☐ Introduction (Resubmissions only – maximum 2 pages)

☐ Lay Summary (300 words or less) *New*

☐ Research Plan (maximum 3 pages)
  ☐ Specific Aims
  ☐ Project Timeline
  ☐ Relevance to Maternal and Child Health (Describe the disparity and relevance to maternal and child health)
  ☐ Background and Significance – (How will this project address the inequities)
  ☐ Preliminary Studies (if available)
  ☐ Research Design and Methods
    ☐ Included human subject research feasibility (if applicable)
    ☐ Contacted SCH Clinical Research Support Office (if applicable)

☐ Community Partnership and Engagement *New*
  ☐ Community partner background and why they are appropriate for the study
  ☐ Community partner’s role in the project and funding
  ☐ Community engagement strategy

☐ Potential Pitfalls and Contingency Plans

☐ Future Steps

☐ Appendix (Figures and References) (maximum 3 pages)

☐ Supporting Documents
  ☐ Applicant Information
    ☐ NIH Biosketch (maximum 5 pages per person)
  ☐ Supervisor/ Primary Research Mentor Information (Required for Instructors and Assistant Professors all lines)
    ☐ Mentor support form completed online
    ☐ NIH Biosketch (maximum 5 pages per person)
  ☐ Non-Primary Mentor Information (if applicable)
    ☐ Letter of Support
      ☐ NIH Biosketch (maximum 5 pages per person)
  ☐ Co-Investigator/Collaborator Information (if applicable)
    ☐ Letter(s) of Support
      ☐ NIH Biosketch (maximum 5 pages per person)
    ☐ CV for community Co-I or collaborator is permissible
  ☐ IRB Approval (if applicable)
☐ Confirmation of IRB application submission and date (mm/dd/yy) of the scheduled IRB review meeting
☐ IRB approval letter included if IRB has already been approved
☐ Proposal is exempt from human subject research