**PROPOSAL CHECKLIST:** **Incomplete applications will not be accepted past 11:59PM Pacific Time 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)

[ ]  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

 [ ]  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](https://grants.nih.gov/grants/forms/biosketch.htm) (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](https://grants.nih.gov/grants/forms/biosketch.htm) (maximum 5 pages per person)

[ ]  Non-Primary Mentor Information (if applicable)

[ ]  Letter of Support

[ ]  [NIH Biosketch](https://grants.nih.gov/grants/forms/biosketch.htm) (maximum 5 pages per person)

[ ]  Co-Investigator and/or Collaborator Information (if applicable)

[ ]  Letter(s) of Support

[ ]  [NIH Biosketch](https://grants.nih.gov/grants/forms/biosketch.htm) (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