**Pilot Grant Application**

**Title:** *Please enter application title*

**Applicant Name:**  First Last Name, Degree(s)

 Academic Appointment:

 Department and Division

 Phone:

 Email:

**PROPOSAL CHECKLIST:** **Incomplete applications will not be accepted past 11:59 PM 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 after the facepage, 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

[ ]  Background and Significance

[ ]  Preliminary Studies (if available)

[ ]  Research Design and Methods

 [ ]  Included human subject research feasibility (if applicable)

[ ]  Contacted SCH Clinical Research Support Office (if applicable)

[ ]  Career Development (required for Pilot Grant Category I, Instructors and Assistant Professors)

[ ]  Justification for New Idea (Pilot Grant Category II only, Associate Professors and Professors)

[ ]  Potential Pitfalls and Contingency Plans

[ ]  Future Steps

[ ]  Appendix (Figures and References) (maximum 3 pages)

[ ]  Supporting Documents

[ ]  Applicant Information

[ ]  NIH Biosketch

[ ]  Supervisor/ Primary Research Mentor Information

[ ]  Mentor support form completed online (Required for Pilot Grant Category I, Instructor and Assistant Professor)

[ ]  NIH Biosketch

[ ]  Non-Primary Mentor Information (if applicable)

[ ]  Letter of Support

[ ]  NIH Biosketch

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

[ ]  Letter(s) of Support

[ ]  NIH Biosketch

[ ]  IRB Approval (if applicable)

 [ ]  Confirmation of IRB 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