**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 face page, please use MCHRI’s template)***

Introduction (Resubmissions only – maximum 2 pages)

Lay summary– (300 words or less)

**\*NEW\*** Diversity, Equity, Inclusion and Justice (DEIJ) statement (separate page – full details in Grant Instructions)

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) **\*Updates in Grant Instructions\***

Contacted SCH Clinical Research Support Office (if applicable)

Career Development **\*Updates in Grant Instructions\***

Potential Pitfalls and Contingency Plans

Future Steps

Appendix (Figures and References) (maximum 3 pages)

Supporting Documents

Applicant Information

NIH Biosketch

Personal Statement (1/2 page)

Division Chief or Department Chair Nomination Letter with attestation of 75% protected research time (maximum 1 page)

**\*T-32 Applicants Only\*** Division Chief Letter should include attestation of 75% protected research time, scheduling to accommodate master’s coursework, required short course, seminars, and biannual site visits. (maximum 1 page)

Supervisor/ Primary Research Mentor Information

Mentor support form completed online – **DO NOT include a separate letter of support from your mentor** **(\*NEW\* Please not the DEIJ question)**

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 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