**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