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

[ ]  Introduction ***(Resubmissions only – maximum 2 pages)***

☐ Lay Summary (300 words or less) (separate page)

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

[ ]  Supervisor/ Primary Research Mentor Information

[ ]  Mentor support form completed online – **(*Required Clinical Instructor and Clinical Assistant Professor*)**  Do not include a separate letter of support from your mentor

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

[ ]  Non-Primary Mentor Information (if applicable)

[ ]  Letter of Support

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

[ ]  Co-Investigator AND/OR Collaborator Information (if applicable)

[ ]  Letter(s) of Support

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

[ ]  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