**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 and written at an **8th grade** reading level)

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)

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

Supervisor/ Primary Research Mentor Information

Mentor support form completed online – **(*Required for Pilot Grant Category I, Instructor and 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