

Pilot Projects in Collaborative Cancer Disparities Research Program

APPLICATION CHECKLIST

Applicant: Please assemble your application in the following order and check your application for adherence to each of the following items. Applications that exceed page limitations will not be reviewed.

1. Application Checklist—1 page
2. CCDRP Application:
 - a. Face page
 - b. Abstract
 - c. Likelihood of NIH funding
 - d. Key personnel (for each site)
 - e. Budget form (each site)
3. Relevance to SCC-SIUM P20 Partnership—1 page
4. Budget Justification (no limit, be concise)
5. Biographical Sketches—5 page current NIH format
6. Career Development Plan (if required)
7. Introduction – 1 page (if required)
8. Resources—1 page
9. Specific Aim(s)—1 page
10. Research Strategy—6 pages
11. Investigators— 1 page
12. Multiple PI Plan (if required)
13. Cited references
14. Human Subjects Protection (if required)
15. Vertebrate Animals (if required)

Appendices will not be accepted.

_____ Proposal is justified as a “single year” project.

_____ The most current forms are used.

_____ Font size Arial 11 or larger throughout the text (minimum 9 point font in figures, charts and graphs)

_____ Total Budget Limit = \$50,000 (no indirect costs allowed), with only \$25,000 allocated to each site

_____ An NIH-style biographical sketch is included for each key person.

_____ Career Development Plan included if primary applicant is considered “new” according to [NIH guidelines](#). Stress new enhanced research skills and knowledge PI will acquire as a result of proposed award; describe structured activities, such as coursework or technique workshops. If coursework included, provide course numbers and descriptive titles. Training in Responsible Conduct of Research must be included.

_____ Introduction section required if application is resubmitted from previous year’s CCDRP RFA.

_____ Research Strategy includes Significance, Innovation and Approach within 6 page limit.

_____ [Human Subjects Protection section](#) included if proposed project includes human subjects but is not considered ‘exempt’ under [45 CFR Part 46](#). The new [inclusion management system](#) forms are used (effective Oct 2014).

_____ [Use of Vertebrate Animals](#) included IF the proposed project includes live vertebrate animals.

_____ All documents collated into a **single PDF file** and sent to afogleman@siumed.edu by **5:00 p.m.** on **May 15, 2017**

Questions regarding the application sections can be directed to Amanda Fogleman afogleman@siumed.edu.