

Pilot Projects (P4s) 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. Include this form with your application as page 2.

1. CCDRP Face Page—1 page
 2. Application Checklist—1 page
 3. Project Abstract and Likelihood for External Funding—1 page
 4. Relevance to SCC-SIUSM P20 Partnership—1 page
 5. Budget—2 pages (1 for each site)
 6. Budget Justification (no limit, be concise)
 7. Biographical Sketches—5 page current NIH format
 8. Career Development Plan (if required)
 9. Introduction – 1 page (if required)
 10. Resources—1 page
 11. Specific Aim(s)—1 page
 12. Significance, Innovation, and Approach—4 pages
 13. Investigators— 1 page
 14. Multiple PI Plan (if required)
 15. Cited references
 16. Human Subjects Protection (if required)
 17. 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)

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

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

___ Introduction section is required if application is resubmitted from previous year’s SCC-SIUSM cancer disparities partnership (P4) RFA.

___ Research Strategy includes Significance, Innovation and Approach within 4 page limit.

___ [Human Subjects Protection section](#) included IF the 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 are collated into a **single PDF file** and sent to izadis@wudosis.wustl.edu by **5:00 p.m. on May 2, 2016**.

Questions regarding P4 application sections can be directed to Sonya Izadi izadis@wudosis.wustl.edu.