

Checklist for Applications: Pilot Project Training Grant 2021/22

- 1) Letter of intent with attached CV of applicant (and sponsor) due by April 14, 2021
- 2) Submission of full proposal due by May 18, 2021
- 3) Submission of proposal must include (as MS word documents - do NOT send PDF files!):
 - a. Cover letter
 - b. Project title
 - c. Abstract
 - d. Proposal text (using outline in section D)
 - e. References (cited in text, bibliography appended if needed)
 - f. Detailed budget
 - g. Budget justification for each budget item (also attach price quotes for equipment, pdf format or weblink o.k. for price quotes)
 - h. Copy of IRB protocol (and IRB approval if already available)
 - i. Biosketch of Applicant (NIH format, see: <https://grants.nih.gov/grants/forms/biosketch.htm>)
 - j. Biosketch of Faculty Sponsor if applicable (NIH format)

- 1) Proof of submission of IRB protocol within 30 days after proposal submission
- 2) Response to reviewers' critique within 14 days of receipt of reviews

If funding has been awarded:

- 6) Submit quarterly invoices (Sept 15, Dec 15, Mar 15, June 15; final invoice due September 15)
- 7) Submit quarterly progress reports by the end of September, December, March, June, and September
- 8) Plan to present results at SCERC meeting in September (held at UCLA usually during the week before fall quarter instruction begins)
- 9) Submit final technical report within 30 days after the project end date or no-cost extension end date
- 10) Submit conference abstracts, manuscripts, and research proposals that are based partially or fully on findings from your project to the program administrator.