Application Components Checklist

1. **Face Page**: Include an abstract in the space provided and indicate the application type.

2. **Partnership/Project Plan**: A maximum **TWO**-page, single-spaced document (Arial 11, minimum of 0.5-inch margins) describing the project concisely and completely. Use the following overall format and note the suggested page limits.
   
   - **Significance and Impact** (up to 0.5 pages): Describe the specific priority area and health problem the partnership will address and its relevance to the communities involved. Describe how activities will lead to sustained research collaborations and projects.
   
   - **Partners** (up to 0.5 pages): Describe any previous experience the partners have conducting community-engaged research, and expertise the partners will bring to the project and/or partnership.
   
   - **Approach** (up to 1 page): Describe the specific objectives of the project and/or partnership, and activities the partners will conduct to meet the desired outcomes. Include details about the community-engaged research framework and/or approaches the partners will utilize and a project timeline.

3. **References**: Not included in the page limit.

4. **Regulatory Approval**: For partnerships requesting funding to conduct a project utilizing human subjects (and your application receives a fundable score), you will be required to provide additional human subjects documentation and Institutional Review Board approval, if applicable. Funds will not be released until approval has been secured. More information on this requirement can be found [here](#).

5. **Budget and Justification**: All budget items must be listed and justified. Federal funds from the National Center for Advancing Translational Science (NCATS) support this effort.

   Applicants must adhere to Federal guidelines on *allowable* expenditures for Federal grants. Examples of *unallowable* expenditures include food, entertainment, sales tax, books, supplies.

6. **Letters of Support**: Collaborators other than Co-PIs and Co-Is, with significant roles on the project, should provide a letter of support outlining their participation.

   *Items 2-6 must be combined into one PDF.* Templates for the proposal’s face page, checklist, project plan, and budget are available [here](#).