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. Outline the community’s benefit from your project and/or partnership.

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. The following items are not allowed on the budget: course buy-out more than 50% of the total proposed budget, equipment, computers, cost overruns, retroactive funding, grant preparation costs, travel unrelated to the conduct of research (e.g. conferences), renovations, or office supplies. This list may not be all inclusive, and applicants are encouraged to discuss allowable expenses with CE staff if there are questions.

6. ☐ Letters of Support: Academic Co-PI must obtain a letter of support from their department. Collaborators may document support for and commitment to the proposed project and/or partnership.

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