**APA Research Scholars Program Application Checklist**

All application materials must be combined into a single PDF (NOT a PDF Portfolio) for submission in the order they are listed on the Application Checklist. The .pdf should be labeled using the following format: RSP\_FirstInitialLastName.pdf. For example, RSP\_JSmith.pdf.

Each applicant must include the below items in their submission. Take care reading the instructions. Incomplete submissions and application materials that exceed the requested page limits will NOT be considered for review.

* **APA Membership**: Please ensure that the applicant is a member of the Academic Pediatric Association.
* **Cover Page**

A template is provided on the website for your use. The cover page should be 1 page and must detail the below information:

* Project title
* Scholar name and contact information
* Local Mentor name and contact information
* Department Chair/Division Director name(s) and contact information
* Participation Statement
* **Proposal**

The proposal must be no more than 500 words using font and size Arial 11, with 1” margins.

Please provide a brief overview of the project, including:

* Background/rationale
* Research Question and Objectives
* Methods
* Project feasibility
* **Personal Statement**

The proposal must be no more than 250 words using font and size Arial 11, with 1” margins.

Please address:

* Your reasons for wanting to participate in the RSP, and how it will help you to achieve your short- and long-term academic career and research goals.
* What do you hope to get out of this in the next 3 years?
* **Curriculum Vitae (CV) of Applicant**
* **Biographical Sketch Local Mentor**

Please use the [standard NIH biosketch form](https://grants.nih.gov/grants/forms/biosketch.htm) and do not exceed five pages. The NIH biosketch now includes a Personal Statement. As part of this statement, please describe how the proposed research agenda relates to and will help facilitate the Scholar’s career path. Please also describe how your background and expertise will contribute to the Scholar’s ability to complete their proposed research project.

* **Letters of Support**

Each submitted proposal must include a letter of support from the applicant’s local mentor, division chief, and department chair. Additional letters may be included on an as-needed basis, based on the needs of each applicant’s proposal. It is expected that each Letter be no more than 2 pages.

* Applicant’s Local Mentor - REQUIRED
	+ Mentor’s research experience and skills in relation to the proposal
	+ Previous mentorship experience
	+ Responsibilities of the mentor in supervising the applicant
	+ Plan for communication with the mentee
	+ Institutional support for the proposed research (e.g., in-kind resources, infrastructure to support the applicant and the proposed research project, etc.).
	+ A typed signature is acceptable if an electronic signature is not available
* Applicant’s Department Chair/Division Director - REQUIRED
	+ Mentor’s research experience and skills in relation to the proposal
	+ Responsibilities of the mentor in supervising the applicant
	+ Plan for communication with the mentee
	+ Institutional support for the proposed research (e.g., in-kind resources, infrastructure to support the applicant and the proposed research project, etc.).
	+ A typed signature is acceptable if an electronic signature is not available
* Research Network or other collaborating organization – OPTIONAL
	+ If support is critical for the proposed research, we highly recommend a brief letter addressing commitment to a collaboration

**Proposals that do not follow the above guidelines may not be reviewed. Applicants will be informed of this decision once the RSP review process is complete.**