**Initial Proposal 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: FundingPath\_FirstInitialLastName.pdf. For example, APA YIA\_JSmith.pdf.

Each applicant must include the following in their initial proposal submission:

* **APA Membership**: Please ensure that *both* the applicant and the chosen mentor(s) are *current* members 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
* PI name and contact information
* Selected funding path
* Primary Mentor name and contact information
* Division Director and Department Chair
* Signature under the participation statement.
* **Letter of Intent (LOI)**

The LOI must be no more than two, single-spaced pages, using font and size Arial 11, with 1” margins.

Please provide a brief overview of the project, including:

* Project aims
* Background
* Significance (relevance to APA’s mission, how the findings will address a gap in the literature)
* Methods
* Timeline (project must be completed within 1 year)
* **References/Citations**

References may be single-spaced and do NOT count towards the application page limits.

* **Draft Budget and Budget Justification**

A template is provided on the website for your use. The draft budget and justification must be no more than 2 pages. The budget CANNOT include overhead (indirect costs), salary for the PI or Primary Mentor, or equipment for long term use (e.g. computers).

* A maximum of $1,500 is allowable for travel to the annual PAS Meeting. If travel is covered by another source, please make sure that is clearly stated.
* If applying for the APA Reach Out and Read Young Investigator Award, please provide a budget of up to $15,000 for 1 year. The budget may include a maximum of $1,000 towards a computer, if justification supports project-related needs. Note that up to $5,000 of this award can be used for faculty development (e.g. relevant coursework). In addition, awardees may receive an additional $1,000 as an honorarium for the Primary Mentor (this amount should NOT be included in the proposal budget).
* Budgets are evaluated based on:
	+ Whether they are within the funding limits. Projects that exceed the specified limit will not be reviewed.
	+ Whether the resources are appropriate for the work proposed.
	+ Projects with budgets that are justified appropriately within the limit (e.g. a secondary analysis) may be given additional consideration.
* **Biographical Sketches of Applicant & Primary 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 investigator’s career path.

* **Letters of Support**

Each submitted proposal must include a letter of support from the applicant’s primary mentor. Additional letters may be included on an as-needed basis. It is expected that each Letter be no more than 2 pages.

* Applicant’s Primary Mentor - REQUIRED
	+ Mentor’s research experience and skills in relation to the proposal
	+ Responsibilities of the mentor in supervising the PI
	+ Plan for communication with the mentee
	+ Institutional support for the proposed research (e.g. in-kind resources, infrastructure to support the young investigator and the proposed research project, expenses not covered by the YIA).
	+ A typed signature is acceptable if an electronic signature is not available
* Research Network or other collaborating organization – IF APPLICABLE
	+ Network’s goals and alignment with the proposal
	+ Plan for communication with the PI
	+ Support for the proposed research (e.g. in-kind resources, infrastructure to support the young investigator and the proposed research project, expenses not covered by the YIA).
	+ A typed signature from the leadership is acceptable if an electronic signature is not available
* **Extended Eligibility Request – IF APPLICABLE**

Applicants requesting extended eligibility should include the following items with their proposal submission:

* An additional statement of 3 sentences or less describing their situation and rationale for this request. This statement should be provided on a separate document within the application and does NOT count toward the application page limit.
* The primary mentor’s letter of support should attest to the applicant’s commitment to research and support the request for extended eligibility.
* **Brief description of the applicant’s plans post-training completion – IF APPLICABLE**

Please note that research projects are expected to begin in May and end in May of the next year. If an applicant is applying to the YIA Program as a trainee (resident or fellow) and their program completion is expected to occur just before or during the award year, the applicant must submit a brief statement describing plans for post-training completion. This additional statement should be included on a separate page and does not count towards the page limit of the application.

**Take care reading the instructions provided above. Incomplete submissions and application materials that exceed the requested page limits will NOT be considered for review.**