



Academic Pediatric Association
Research in Academic Pediatrics Initiative on Diversity
(RAPID)

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: RAPID_FundingPath_FirstInitialLastName.pdf. For example, RAPID_NIDDK_JSmith.pdf.

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

- Societal Membership**: If applying for the NIDDK pathway, confirm that both the principal investigator and his/her chosen mentor(s) are current members of the Academic Pediatric Association; if applying for the PIDS pathway, confirm that both the principal investigator and his/her chosen mentor(s) are current members of PIDS.

- 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 (NIDDK or PIDS)
- 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 the missions of APA, PIDS, NIDDK, how the findings will address a gap in the literature)
- Methods
- Evaluation
- Timeline (project must be completed within 1 year)

- Statement attesting that the applicant has experienced adversity**
This additional statement should be included on a separate page and does not count towards the page limit of the application.

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



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Draft Budget and Budget Justification

A template is provided on the website for your use. The budget and justification must be no more than 2 pages. The budget should NOT 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.
- 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 common form](#) 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 RAPID).
 - A typed signature is acceptable if an electronic signature is not available
- Applicant's Department Chair – REQUIRED
 - 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 RAPID).
 - 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



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- 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 RAPID).
- A typed signature from the leadership is acceptable if an electronic signature is not available

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 RAPID as a trainee (fellow) and their program completion is expected to occur just before or during the RAPID 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.