



## ACADEMIC PEDIATRIC ASSOCIATION

### 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\_FirstInitialLastNameofStudyTeamLead.pdf. For example, ROR CRA\_JSmith.pdf.

Each study team must include the below items in their initial proposal 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 *both* members of the mentor-early career investigator pair 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
- Study team names and contact information
- Selected funding path
- Signatures 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 structured overview of the project, including:

- Introduction (brief rationale and overview)
- Specific aims
- Background and Significance (relevance to APA’s mission, how the findings will address a gap in the literature)
- Innovation
- Methods (make sure to include brief analytic plan, including sample size justification)
- Timeline (project must be completed within 2 years)

- 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 equipment for long term use (e.g., computers).



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- Funding is allowable for travel to the annual PAS Meeting. If travel is covered by another source, please make sure that is clearly stated.
- 80% (total of \$40,000, including salary and fringe, across the two years) can be allocated for protected time of the research team
- 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 Study Team Members**

Please use the new [NIH biosketch common form](#) in the personal statement, please describe how the proposed research agenda relates to and will help facilitate each early career investigator's professional and research goals.

### **Letters of Support**

Each submitted proposal must include a letter of support from the mentor in the mentor-early career investigator pair as well as a letter of support from the investigator(s) at the partner institution. Additional letters may be included on an as-needed basis, based on the needs of each proposal. It is expected that each Letter be no more than 2 pages.

- **Mentor - REQUIRED**
  - Mentor's research experience and skills in relation to the proposal
  - Responsibilities of the mentor in supervising the early career investigator
  - Plan for communication with the mentee
  - Institutional support for the proposed research (e.g., in-kind resources, infrastructure to support the early career investigator and the proposed research project, expenses not covered by the CRA).
- **Partnering Institution Investigator(s) – REQUIRED**
  - Research experience and skills in relation to the proposal
  - Plan for communication with study team members
  - Support for the proposed research (e.g., in-kind resources, infrastructure to support the proposed research project, expenses not covered by the CRA).
- **Research Network or other collaborating organization – IF APPLICABLE**
  - Network's goals and alignment with the proposal
  - Plan for communication with the study team
  - Support for the proposed research (e.g., in-kind resources, infrastructure to support the proposed research project, expenses not covered by the CRA).



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**Extended Eligibility Request – IF APPLICABLE**

Study team members 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 mentor's letter of support should attest to the applicant's commitment to research and support the request for extended eligibility.

**TRAINEES ONLY: Brief description of the early career investigator's plans post-training completion – IF APPLICABLE**

Please note that research projects are expected to begin in May and end in May two years later. If a study team member is applying to the CRA Program as a trainee (resident or fellow) and their program completion is expected to occur just before or during the award, 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.

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