



Academic Pediatric Association Young Investigator Award Program

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 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.

Submitted proposals should describe research that, with Young Investigator Award funding, will allow the recipient to advance their career in a topic they are passionate about exploring. Proposals should only include aims that require award funding. Do not include aims for which award funding is not needed.

- 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**



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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.
- 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 [NIH biosketch common form](#) that 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, based on the needs of each applicant's proposal. 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, other collaborating organization, or supporting individuals – 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



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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.

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