**APPLICATION SUMMARY FORM**

|  |  |
| --- | --- |
| **CONTACT INFORMATION:** | |
| Name of Candidate (First, Last, Degree): |  |
| Position Title: |  |
| Name of Department and School: |  |
| Campus Mailing Address: |  |
| Office Phone: |  |
| Email: |  |
| Administrative Contact: |  |
| Location of Proposed Research (Building & Room #): |  |
| Title of Research Project: |  |
| Total Funds Requested: | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURES:** | | | |
| **Name of Candidate:** |  | | |
| Signature: |  | Date: |  |
|  | | | |
| **Name of Mentor:** |  | | |
| Signature: |  | Date: |  |
|  |  | | |
| **Name of Department Chair:** |  | | |
| Signature: |  | Date: |  |

**INSTRUCTION CHECK LIST**

The application package should have 0.5 inch margins, Arial 11-point font, and be submitted as a single, compiled PDF that includes the following:

Application Summary Form and Signatures

Instruction Check List

Insert NIH Biosketch for the Applicant only (5-page limit)

Abstract (500 words or less) - describe in lay language the general scope of the research and its likely impact

Career Enhancement Description (5-page limit). Include these sections:

* Candidate’s Training and Experience
* Career Goals and Objectives
* Career Enhancement Plan
* Selection of Mentor(s)
* Evaluation of Candidate’s Progress

Project Narrative (5-page limit inclusive of figures and tables) - describe the proposed project in detail. Include these sections:

* Specific Aims
* Background and Significance
* Preliminary Studies/Data (*if available)*
* Research Design and Methods
* Data Management
* Timeline
* Literature Cited (not included in the 5-page limit)

Detailed Budget

Budget Justification

Letter(s) of Recommendation from Department Chair

Letter(s) of Recommendation from Mentor(s)

Letter from an institution stating that the candidate will be joining its faculty within the year (for advanced post-doctoral or clinical fellows only)

Appendix (3 items maximum)

**RESEARCH TITLE:**

**ABSTRACT (500 words)**

**CAREER ENHANCEMENT DESCRIPTION (5 Pages)**

**Candidate’s Training and Experience**

**Career Goals and Objectives**

**Career Enhancement Plan**

**Selection of Mentor(s)**

**Evaluation of Candidate’s Progress**

**PROJECT NARRATIVE (5 pages)**

**Specific Aims**

**Background and Significance**

**Preliminary Data (If Available)**

**Research Design and Methods**

**Data Management**

**Timeline**

**LITERATURE CITED *(not part of the 5-page limit; please limit to 2 pages)***

**DETAILED BUDGET**

|  |  |  |
| --- | --- | --- |
| DETAILED BUDGET FOR INITIAL BUDGET PERIODDIRECT COSTS ONLY | FROM | THROUGH |
| **6/01/2023** | **5/31/2024** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL** | | | | | | |
| **NAME** | **ROLE ON PROJECT** | **%**  **EFFORT** | **SALARY REQUESTED** | **FRINGE BENEFITS** | | **TOTAL** |
|  | Principal Investigator | % |  |  | |  |
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|  |  |  |  |  | |  |
| SUBTOTALS | | |  |  | |  |
|  | | | | | |  |
| **EQUIPMENT *(Itemize)*** | | | | | |  |
| **MATERIALS AND SUPPLIES *(Itemize)*** | | | | | |  |
| **DOMESTIC TRAVEL *(Itemize)*** | | | | | |  |
| **OUTPATIENT / CLINICAL CARE COSTS *(Itemize)*** | | | | | |  |
| **OTHER EXPENSES *(Itemize)*** | | | | | |  |
| **PUBLICATIONS** | | | | | |  |
| **SUBTOTAL** | | | | | |  |
| TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD | | | | | $ | 50,000 |

**BUDGET JUSTIFICATION**

Personnel:

Equipment:

Materials and Supplies:

Domestic Travel:

Other Expenses:

Publication Costs:

**LETTER OF RECOMMENDATION (DEPARTMENT CHAIR)**

**LETTER OF RECOMMENDATION (MENTOR)**

**Letter from an institution stating that the candidate will be joining its faculty within the year (for advanced post-doctoral or clinical fellows ONLY)**

**APPENDIX (MAXIMUM 3 ITEMS)**