

HTORR Pilot Award Program (PAP) Application Checklist

- _____ 1. The **Requested Tissue Information Form** was submitted at least 2 weeks prior to submitting your full application (Not required, but **highly encouraged**)
- _____ 2. The **Requested Tissue Information Form** is fully filled out and is included in the application package.
- _____ 3. The **Administrative Information Form** is fully filled out and included in the application package.
- _____ 4. My **Personal Statement** includes personal and relevant background that clearly identifies at least one high priority area indicated in the eligibility section (RFA Section 2.3), along with pertinent scientific experience and specific future career goals and is no longer than 2 pages.
- _____ 5. My **Lay Summary** is written for the general, non-scientific public, addresses the relevant public health implications of the project, and is no more than 500 words.
- _____ 6. My **Scientific Abstract** comprehensively summarizes the proposed pilot project, subsequent proposed grant project(s), and is no more than 500 words.
- _____ 7. My **Specific Aims** page clearly outlines the significance of the project and the specific steps necessary to address the identified gap in knowledge and is no longer than 1 page.
- _____ 8. My **Research Plan** clearly covers relevant background, outlines any preliminary or supporting data, includes an explicit experimental plan that addresses how the proposed pilot experiment directly supports the proposed subsequent grant proposals.
- _____ 9. My **Research Plan** includes a **timeline** that details specific experimental milestones as well as planned grant application writing and submission deadlines by the end of the 2-year project period to a grant opportunity from at least one of the HTORR co-funding institutes, with the specific NIH institute clearly identified.
- _____ 10. **References** are appropriately cited throughout the application and are presented in APA format.
- _____ 11. A minimum of 2 and a maximum of 3 **Letters of Recommendation** have been requested, and letter writers have been instructed to send them directly to Grants@ndriresource.org.
- _____ 12. My **NIH Biosketch** is included in my application package.
- _____ 13. Any collaborators identified in the application have an **NIH Biosketch** and **Letter of Collaboration** included in the application package.
- _____ 14. **All required application components have been checked for completion and inclusion prior to application submission.**

Applicant Signature

Date