**Pilot Application Checklist**

When you submit your Pilot Program application online, you will be required to attach a single PDF document that is comprised of all the required proposal materials in the order listed below.

**Please complete this checklist and include it as the last page.**

|  |  |  |
| --- | --- | --- |
| **#** | **Description of Required Materials** | **🗹** |
| **1** | **Abstract - 250 word limit**  Provide a concise summary of the project for application review and announcement or award. |  |
| **2** | **Research Plan – 4 page limit**  Provide a research plan consistent with NIH requirements.  I. Specific Aims  II. Research Strategy  A. Significance  B. Innovation  C. Approach  III. Background and Preliminary Studies (if applicable)  IV. CCTSI Resources (if applicable) |  |
| **3** | **Career Development Plan (1 page; Mentored awards only):** All applications for Mentored Faculty Awards are required to have a Career Development Plan that: 1) Describe the applicant's commitment to an academic career in translational or clinical research. 2) Describes the applicant’s prior training and research experience and how it relates to the objectives and long-term career plans of the applicant. 3) Provides evidence of the applicant's potential to develop into an independent investigator and justifies the need for further research mentorship. 4) Describes the next steps in the applicants’ career progression after completion of the Mentored award. The applicant and the mentor should jointly prepare the career development plan. A career development timeline and a mentoring team (or advisory committee) to monitor the candidate's progress through the career development program are recommended. |  |
| **4** | **References – no page limit** |  |
| **5** | **Multiple PI Plan - not applicable to the CMH-Pilot Program** |  |
| **6** | **Budget and Justification – 2-page limit**  a. Provide a one-year budget consistent with NIH requirements.  b. Provide a budget justification consistent with NIH requirements, including any other project support. |  |
| **7** | **Biosketches – current NIH format and page limit required**   * Required for all individuals in Key Roles (Principal Investigators, co-Investigators, Mentors) |  |
| **8** | **Letters of Support – no page limit**   * For Mentored applications: Primary Mentor Letter |  |
| * For applications with additional financial commitments, including departmental funding or non-affiliate collaborations with cost-share requirements: From institutional official confirming the financial commitment. |  |
| **9** | **Application Checklist Form (Include this completed document)** |  |