

## 2018 Young Scholars Program Applicant Checklist



Below is a guide to the Letter of Intent and Full Application requirements. Each section requires specific information and/or materials to be submitted to complete the application process. Certain subsections are highlighted for particular importance.

### Step 1 – Account Set-up

- Tax-ID (confirm 503(c)3 status)

### Step 2 – Complete the Letter of Intent

Your application will not be considered if the sections below are not complete. The Letter of Intent submission deadline is June 5, 2017 at 3:00pm EST.

- I. Introduction
- II. Background Information
- III. Education Information
- IV. Employment Information
  - Organization Annual and Operating Budget
  - Previous Research Projects (if applicable)
  - Description of Research Projects (if applicable)
  - Previous Publications (if applicable)
  - List of Publications (if applicable)
- V. Grant Request
- VI. Description of Proposed Research
- VII. Letter of Intent Narrative
  - Research Questions
  - Implications for Public Policy
  - Methodology and Measures
  - Data Analysis
  - Relevant Experience
- VIII. YSP Outreach Feedback

## **Full Application (by Invitation Only)**

Your application will not be considered if the sections below are not complete. The application submission deadline is October 10, 2017 at 3:00pm ET.

### **Step 3 – Review and/or revise responses from the Letter of Intent Submission**

- Prior to completing the full Application, applicants will have an opportunity to review and revise responses from the Letter of Intent.

### **Step 4 – Complete the Full Application**

#### **I. Executive Summary**

- Narrative

#### **II. Research Project Basis and Research Questions**

- Narrative

#### **III. Policy and/or Practice Relevance of the Proposed Research**

- Narrative

#### **IV. Current State of Knowledge and the Significance of the Present Study**

- Narrative

#### **V. Methodology and Measurement Procedures**

- Narrative
- Upload Diagrams and/or Tables

#### **VI. Data Analysis Approach**

- Narrative

#### **VII. Relevant Experience**

- Narrative
- Upload Current Curriculum Vitae
- Upload Articles (up to 2)

#### **VIII. Time Commitment and Effort**

- Narrative
- Upload Timeline and Work Plan
- Upload Letters of Support (if applicable)

**IX. Bibliography**

- Upload Bibliography (*include all sources referenced in the entire application*)

**X. Institution Information and Requirements**

- Institution Information
- Peer Reviewed Publications Narrative (if applicable)
- Upload Letter of Support from the office handling project payments
- Upload Organization's Most Recent Annual and Operating Budget
- Link to Recent Financial Statement
- Upload Letter of Support from the Host Institution or Organization
- Upload IRB Review (if applicable)

**XI. Project Budget**

- Complete Budget Template (*Describe each line-item in the budget template in the space provided for the budget narrative*)

**XII. Recommendation Letters** (*At least one of the letters must fully evaluate the quality and significance of the proposed research, as well as the soundness of the proposed methodology and plans for analysis.*)

- Complete Information for Letter Writer 1
- Complete Information for Letter Writer 2
- Send Email Request (Writer 1)
- Send Email Request (Writer 2)