

## 2018 Young Scholars Program Institutional Checklist



Below is a list of the Letter of Intent and Full Application sections that require specific information and materials from your institution or organization to be submitted to complete the application process.

### **Step 1 - Account Set-up**

- Tax-ID # (confirm 501(c)3 status)

### **Step 2 - Letter of Intent**

The Letter of Intent submission deadline is June 5, 2017 at 3:00 pm EST.

#### ***Employment Information***

- Organization Annual and Operating Budget

Additional information required if the organization type is not a "Research University" or "Other Higher Education":

- Previous Research Projects
- Description of Research Projects
- Previous Publications
- List of Publications

### **Step 3 - Full Application Checklist (by Invitation Only)**

The application submission deadline is October 10, 2017 at 3:00 pm EST.

#### ***Section IX – Institutional Information and Requirements***

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

#### ***Section XI - Project Budget***

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