

2020 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 10, 2019 at 3:00pm EST.

- I. Introduction
- II. Grant Request
- III. YSP Guidelines and Research Focus
- IV. Description of Proposed Research (Narrative)
 - Research Questions
 - Research Type
 - Sample Population(s) Adult
 - Sample Population(s) Children
 - Data Source(s), Methodologies, and Measure(s)
 - Data Analysis Approach
- V. Institutional Eligibility
 - Organization Type
 - Organization Annual and Operating Budget
 - Link to Annual Report or Website
 - Number of Previous Research Projects (if applicable)
 - Description of Research Projects (if applicable)
 - Number of Previous Publications (if applicable)
 - List of Publications (if applicable)
- VI. Principal Investigator Background Information
- VII. 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 15, 2019 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. Current State of Knowledge and the Significance of the Present Study

- Narrative

IV. Policy and/or Practice Relevance

- Narrative

V. Research Type and Sample

- Narrative

VI. Data Sources, Methodologies and Measures

- Narrative
- Upload Diagrams and/or Tables

VII. Data Analysis Approach

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

VIII. Applicant's Response to Advisory Committee Comments

- Narrative

IX. Principal Investigator Background Information

- Upload Current Curriculum Vitae

- Relevant Experience Narrative
- Upload Articles (up to 2)

X. Time Commitment and Effort

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

XI. Institution Information and Requirements

- Institution Information
- Upload Letter of Support from the office handling project payments
- Peer Reviewed Publications Narrative (if applicable)
- 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)

XII. Project Budget

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

XIII. Recommendation Letters

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