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
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)