2020 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

☐ TaxID # (confirm 501(c)3 status)

Step 2 - Letter of Intent

The Letter of Intent submission deadline is June 10, 2019 at 3:00 pm EST.

Section V – Institutional Eligibility

☐ Organization Annual Operating Budget

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

☐ Number of Previous Research Projects
☐ Description of Research Projects
☐ Number of Previous Publications
☐ List of Publications

Step 3 - Full Application Checklist (by Invitation Only)

The application submission deadline is October 15, 2019 at 3:00 pm EST.

Section XI – Institution Information and Requirements

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

Section XII - Project Budget

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