

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

- Tax-ID # (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*)