



## **2021 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 30, 2020 at 8PM EST (7PM CST/ 6PM MST/ 5PM PST).

- 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 Publication Citations (if applicable)
- VI. Principal Investigator Background Information
- VII. YSP Outreach Feedback

### **Full Application - Invitation Only**

Your application will not be considered if the sections below are not complete. The application submission deadline is October 26, 2020 at 8PM EST (7PM CST/ 6PM MST/ 5PM PST).

### **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/or 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 including all sources referenced in the entire application

**VIII. Applicant’s Response to Advisory Committee Comments**

- Narrative

**IX. Time Commitment and Effort**

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

**X. Project Budget**

- Complete Budget Template describing each line-item in the budget template in the space provided for the budget narrative

**XI. Principal Investigator Background Information**

- Upload Current Curriculum Vitae
- Relevant Experience Narrative
- Upload Articles (up to 2)

**XII. 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)

**XIII. Recommendation Letters**

- Complete Information for Letter Writer 1
- Complete Information for Letter Writer 2

**XIV. Send Email Request (Writer 1)**

**XV. Send Email Request (Writer 2)**