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

**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 Publication Citations

**Step 3 - Full Application Checklist - Invitation Only**

The application submission deadline is **October 26, 2020 at 8PM EST (7PM CST/ 6PM MST/ 5PM PST)**.

**Section X - Project Budget**

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