



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)