2022 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 8, 2021 at 8PM EDT | 7PM CDT | 6PM MDT | 5PM PDT.

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
Full Application - Invitation Only

Your application will not be considered if the sections below are not complete. The application submission deadline is October 12, 2021 at 8PM EDT | 7PM CDT | 6PM MDT | 5PM PDT.

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 (2 max)

XII. Institution Information and Requirements
   - Institution Information
   - Upload Letter of Support from the Office Handling Project Payments
   - Upload Letter of Support from the Host Institution/Organization
   - Upload Organization’s Most Recent Annual and Operating Budget
   - Link to Recent Financial Statement
   - Peer-Reviewed Publications Narrative (if applicable)
   - 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)