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

**Section V – Institutional Eligibility**

☐ Organization’s 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 12, 2021 at 8PM EDT | 7PM CDT | 6PM MDT | 5PM PDT.**

**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 Projects/Payments
- Letter of Support from the Host Institution/Organization
- Organization’s Most Recent Annual Operating Budget
- Link to Recent Financial Statement
- Peer-Reviewed Publications Narrative (if applicable)
- IRB Review (if applicable)