

## **2023 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 9, 2022 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 13, 2022 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**

- Organization Senior Official
- Letter of Support from the Host Institution/Organization
- Institution Information (the exact name and address for the host institution, and the name and contact information for the Financial Representative who handles payments)
- Letter of Support from the Office Handling Projects/Payments
- Organization’s Most Recent Annual Operating Budget
- Link to Recent Financial Statement (option to attach a PDF is available)
- Peer-Reviewed Publications Narrative (if applicable)
- IRB Review (if applicable)