



## 2024 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 13, 2023 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 of Adults
  - Sample of 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

- Number of Previous Research Projects (if applicable)
- Description of Research Projects (if applicable)
- Number of Previous Publications (if applicable)
- List of Publication Citations (if applicable)
- VI. Principal Investigator Background Information
- VII. YSP Outreach Feedback

### **Full Application - Invitation Only**

Your application will not be considered if the sections below are not complete. The application submission deadline is October 17, 2023 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** *[this section has been removed]*
  - 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**

- Organization Senior Official
- Upload Letter of Support from the Host Institution/Organization
- Institution Information
- Upload Letter of Support from the Office Handling Project Payments
- Upload Organization’s Most Recent Annual and Operating Budget
- Link to Recent Financial Statement
- Peer-Reviewed Publications Narrative (if applicable)
- Upload IRB application submission documentation (or review if complete)

**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)**