2025 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 3, 2024, 11:59 PM ET**.

**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 15, 2024, 11:59 PM ET**.

**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)