

Translational Research Grant (TRG)

Application Checklist

Before submission, applicants should review all proposal materials using the checklist below prior to uploading documents to the online application form. Please follow the instructions provided in the TRG Guidelines for each required item, available at ncbiotech.org/TRG.

Instructions in the Guidelines supersede any prompts or notes included in this checklist.

Document I. Coversheet (single PDF file; signed and required)

Document II. Team Composition Description Form (single PDF file)

Use the form provided at ncbiotech.org/TRG.

- A. Fill out all of the required information requested for **each team member**.
- _____ Name
 - _____ Position/Title
 - _____ Organization/Department
 - _____ Role and Responsibilities on this TRG project (1-2 paragraphs)
 - _____ Relevant Experience for this project (1-2 paragraphs)
 - _____ For project manager, additional information on project management training, relevant project management experience, professional memberships, and project management questions
- B. Other information:
- _____ FOR ALL TEAM MEMBERS: Conflicts of Interest Statement
 - _____ Related Previous, Current, and Pending Grants For all technical research team members and key personnel (PI, co-PI, co-I, collaborator(s), etc.)
 - _____ PI Biosketch: Fill out the form provided in the Team Composition Form. No other biosketches are required.

Document III. Translational Research Project Proposal (single PDF file)

- _____ A. Table of Contents
- _____ B. Project Overview
- _____ C. Translational Research Project Narrative (No more than 10 pages long)
 1. Technology/Product in Development (suggested 1 paragraph)
 2. Expected application for technology/product (suggested 2-3 sentences)
 3. Intellectual Property Position (suggested ½ page)
 4. Foundational Research (suggested 1-2 pages)
 5. Current Stage of Development (suggested ½ page)
 6. Milestones (suggested 1 page)
 7. Translational Research Plan (suggested up to 5 pages)

Document III. Translational Research Project Proposal (single PDF file) - continued

- D. Business Case (two parts – see guidelines for details; does not count towards overall page limit, 2 page maximum)
- E. Project Timeline (does not count toward page limit)
- F. Bibliography (does not count toward page limit)

Document IV. Budget Package (must be combined as a single PDF file)

- Budget Form (use form provided at ncbiotech.org/TRG)
- Budget Justification (separate page)
- Quotes (see guidelines for details)

Document V. Supporting Documents (merged into a single PDF file)

- Letter of Commitment from the Project Manager (required)
- Letter of Commitment from the Technology Transfer Office or appropriate institutional official (required)
- Letter of Commitment/Support from the End User (required)
- Letter of Commitment or Statement of Work from the Business Case Advisor (if applicable)
- Letter of Commitment or Statement of Work from any/all Business Case Consultants (if applicable)
- IACUC/IRB Notification or Approval (required for projects involving human subjects or animal studies)
- Power Analysis (required for projects involving human subjects or animal studies)
- Letter of Commitment of Matching Funds (required only for budgets requesting a single piece of equipment costing more than \$25,000)