

Flash Grant Application Checklist (FY2027)

Before submission, all applicants should review their application to ensure the following sections are complete.

Refer to the current cycle **Guidelines and Instructions** for full details. *Instructions in the Guidelines supersede any prompts noted on this checklist.*

I. COVER SHEET: PI and Authorized Official Signatures are required (use the form provided on the Flash Grant website).

II. TECHNICAL PROPOSAL:

Maximum of 3 pages. Use the headings below when preparing your proposal. See the Guidelines for details.

- a. _____ Problem
- b. _____ Rationale
- c. _____ Current Status of Research
- d. _____ Experimental Design/Tasks/Timeline
- e. _____ Deliverables
- f. _____ Next Steps
- g. _____ Pathway to Commercialization
- h. _____ Roles and Responsibilities
- i. _____ References (*optional; does not count toward page limit; 1 page maximum*)

III. BUDGET PACKAGE:

Use the Excel form provided on the website.

- _____ PI's name and project title must be on the budget form and must **match exactly** with the title on the Cover Sheet and the Technical Proposal
- _____ Maximum total request no more than \$30,000, plus up to \$7,500 for the internship supplement (if eligible and requested)
- _____ **All expenses must be allowable under the current Guidelines**
- _____ Justification (*include a clear and concise justification for each expense on the budget form where indicated*)
- _____ Quotes (*required for all contracted research services, core facility fees, library licensing fees, business case development materials, software subscriptions (limited to ≤ 1 year in duration) consultant services, or any equipment over \$500. For per diem or fee schedule documents, the exact rates being used must be clearly highlighted on the quote; see Guidelines for details*)
- _____ Combine the budget form and all price quotes into a single PDF (**ensure all lines of the budget and justification are fully visible after conversion**)

IV. SUPPORTING DOCUMENTATION:

*Compile all documents below into a single pdf file. Do not upload these documents separately. Applications with separately uploaded files are subject to **administrative declination**.*

- _____ Bio Sketches (*required for each individual listed in the Roles and Responsibilities section; must use the provided form and are limited to 1 page per individual*)
- _____ Letter of Attestation from the institution's technology transfer office for any project covered by intellectual property [invention disclosure, patent application, awarded patent, copyright, trademark, etc.] (*if applicable*)
- _____ Letters of Support (*optional but encouraged; maximum of three letters*)
- _____ Documentation for projects involving animal or human studies (*if applicable*). See the Guidelines for details.
 - _____ IACUC/IRB Letter (*must be from the institution's IACUC/IRB office; either a notification letter confirming awareness of the proposed project or documentation of an approved protocol*)
 - _____ Power Analysis