# Technology Research Grant (TRG) Application Checklist

Before submission, all applicants should check their proposal materials as shown below before uploading them to the online application form. Follow the instructions provided in the TRG Guidelines for each item, located at *www.ncbiotech.org/TRG*.

#### Document I. Coversheet (PDF; signed; required)

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

Use the form provided at [*www.ncbiotech.org/TRG*](file:///%5C%5Crtp-file-01.ncbiotech.org%5Cgroup%5CSciTecDev%5CApplication%20Packages%20and%20General%20Info%5C2018-2019%5CTRG%20-%20new%20FY19%5Cwww.ncbiotech.org%5CTRG)*.* Fill out all of the information requested for **each team member**. The required information is:

\_\_\_\_\_ Name

\_\_\_\_\_ Organization/Department

\_\_\_\_\_ Position/Title

\_\_\_\_\_ Role and Responsibilities on this TRG project (1-2 paragraphs)

\_\_\_\_\_ Relevant Experience for this project (1-2 paragraphs)

#### 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)

\_\_\_\_\_ D. Business Case Activities (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)

\_\_\_\_\_ G. Related Previous, Current, and Pending Grants (does not count toward page limit)

\_\_\_\_\_ H. Biographical Sketches (does not count toward page limit)

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

\_\_\_\_\_ Budget Form (use form provided at [*www.ncbiotech.org/TRG*](file:///%5C%5Crtp-file-01.ncbiotech.org%5Cgroup%5CSciTecDev%5CApplication%20Packages%20and%20General%20Info%5C2018-2019%5CTRG%20-%20new%20FY19%5Cwww.ncbiotech.org%5CTRG))

\_\_\_\_\_ Budget Justification (separate page)

\_\_\_\_\_ Quotes (see guidelines for details)

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

\_\_\_\_\_\_ Letter of Commitment/Support from the End User (required)

\_\_\_\_\_\_ Letter of Commitment from Technology Transfer Office (or appropriate authorized official) (required)

\_\_\_\_\_\_ Letter of Commitment from the Project Manager (required)

\_\_\_\_\_\_ Letter of Commitment from the Business Case Adviser (required, if applicable)

\_\_\_\_\_\_ IACUC or IRB documentation (required for projects involving human subjects or animal studies)

\_\_\_\_\_\_ Letter of match commitment (required only for budgets requesting a single piece of equipment costing more than $25,000)