# 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 (PDF file)

Use the form provided at [*www.ncbiotech.org/TRG*](file:///\\rtp-file-01.ncbiotech.org\group\SciTecDev\Application%20Packages%20and%20General%20Info\2018-2019\TRG%20-%20new%20FY19\www.ncbiotech.org\TRG)*.* 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 (PDF file)

\_\_\_\_\_ Table of Contents

\_\_\_\_\_ Translational Research Project Narrative (No more than 8 pages long)

1. Technology/Product in Development (suggested 1 paragraph)

2. Expected application for technology/product (suggested 2-3 sentences)

3. Foundational Research (suggested 1 page)

4. Current Stage of Development (suggested ½ page)

5. Milestones (suggested 1 page)

6. Translational Research Plan (suggested up to 5 pages)

7. Business Case Activities (if applicable; does not count towards overall page limit, 2 page maximum)

\_\_\_\_\_ Project Timeline (does not count toward page limit)

\_\_\_\_\_ Budget Justification (does not count toward page limit)

\_\_\_\_\_ Bibliography (does not count toward page limit)

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

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

#### Document IV. Budget (PDF file)

\_\_\_\_\_ Budget Form (use form provided at [*www.ncbiotech.org/TRG*](file:///\\rtp-file-01.ncbiotech.org\group\SciTecDev\Application%20Packages%20and%20General%20Info\2018-2019\TRG%20-%20new%20FY19\www.ncbiotech.org\TRG))

#### Document V. Supporting Documents (merged into 1 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)