# Flash Grant Application Checklist (FY23 Cycle 2)

Before submission all applicants should check their application for the following sections.

Refer to the current cycle Guidelines and Instructions for details.

*Instructions in the Guidelines supersede any prompts noted on this checklist.*

1. **PROPOSAL:**

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

\_\_\_\_ Problem

\_\_\_\_ Identification and justification of project type

\_\_\_\_ Rationale and Statement of Need

\_\_\_\_ Current Status of Research

\_\_\_\_ Experimental Design/Tasks/Timeline

\_\_\_\_ Deliverables

\_\_\_\_ Next Steps

\_\_\_\_ Roles and Responsibilities

\_\_\_\_ References *(optional; does not count toward page limit; 1 page maximum)*

**II. BUDGET FORM:**

*Use the Excel form provided on website.*

*\_\_\_\_* Requested amounts *(maximum project expenses total request of $20,000, plus up to $7,500 internship supplement, if eligible and requested)*

\_\_\_\_ Justification *(include on the budget form where indicated)*

*\_\_\_\_* Convert to PDF *(ensure all lines of budget and justification are visible after conversion)*

1. **SUPPORTING DOCUMENTATION**:

*Compile the documents below into a single pdf file. Do not upload these documents separately into the online application. Applications where files are uploaded separately are subject to administrative declination.*

\_\_\_\_ Bio Sketches *(required for each person named in Roles and Responsibilities section)*

\_\_\_\_ Letter of Attestation from 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)*

\_\_\_\_ Price Quotes *(required for all contracted research services, core facility fees, library licensing fees, business case development materials, consultant services, or equipment over $500; see Guidelines for details; maximum of 3 pages each)*

\_\_\_\_ Documentation for projects involving animal or human studies *(required if applicable; must include a power analysis and documentation of protocol; see Guidelines for details)*

 \_\_\_\_\_ Power Analysis

 \_\_\_\_\_ Documentation

**IV.** \_\_\_\_  **COVER SHEET - signed** (use form provided; required)