

Flash Grant Application Checklist (FY23 Cycle 3)

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.

I. 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*)

III. 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)