

Translational 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 ncbiotech.org/TRG.

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

Document I. Coversheet (PDF; signed; required)

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

Use the form provided at ncbiotech.org/TRG.

- A. Fill out all of the required information requested for **each team member**.
- _____ Name (First Initial, Last Name)
 - _____ Organization/Department
 - _____ Position/Title
 - _____ Role and Responsibilities on this TRG project (1-2 paragraphs)
 - _____ Relevant Experience for this project (1-2 paragraphs)
 - _____ For project manager, additional information on project management training, relevant project management experience, professional memberships, and project management questions
- B. Other information:
- _____ FOR ALL TEAM MEMBERS: Conflicts of Interest Statement
 - _____ Related Previous, Current, and Pending Grants For all technical research team members and key personnel (PI, co-PI, co-I, collaborator(s), etc.)
- C. PI Biosketch: fill out the form provided in the Team Composition Form. Only use the PI's first initial with last name.

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)

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

- _____ Budget Form (use form provided at ncbiotech.org/TRG)
- _____ 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)
- _____ 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)