**Initial Proposal Application Checklist**

All application materials must be combined into a single PDF (NOT a PDF Portfolio) for submission in the order they are listed on the Application Checklist. The .pdf should be labeled using the following format: RAPID\_FundingPath\_FirstInitialLastName.pdf. For example, RAPID\_NIDDK\_JSmith.pdf.

Each applicant must include the following in their initial proposal submission:

* **Societal Membership**: If applying for the NIDDK pathway, confirm that both the principal investigator and his/her chosen mentor(s) are current members of the Academic Pediatric Association; if applying for the PIDS pathway, confirm that both the principal investigator and his/her chosen mentor(s) are current members of PIDS.
* **Cover Page**

A template is provided on the website for your use. The cover page should be 1 page and must detail the below information:

* Project title
* PI name and contact information
* Selected funding path (NIDDK or PIDS)
* Primary Mentor name and contact information
* Division Director and Department Chair
* Signature under the participation statement.
* **Letter of Intent (LOI)**

The LOI must be no more than two, single-spaced pages, using font and size Arial 11, with 1” margins.

Please provide a brief overview of the project, including:

* Project aims
* Background
* Significance (relevance to the missions of APA, PIDS, NIDDK, how the findings will address a gap in the literature)
* Methods
* Evaluation
* Timeline (project must be completed within 1 year)
* **Statement attesting that the applicant is a member of an UIM group (please specify) or disabled**

This additional statement should be included on a separate page and does not count towards the page limit of the application.

* **References/Citations**

References may be single-spaced and do NOT count towards the application page limits.

* **Draft Budget and Budget Justification**

A template is provided on the website for your use. The budget and justification must be no more than 2 pages. The budget should NOT include overhead (indirect costs), salary for the PI or Primary Mentor, or equipment for long term use (e.g. computers).

* A maximum of $1,500 is allowable for travel to the annual PAS Meeting. If travel is covered by another source, please make sure that is clearly stated.
* Budgets are evaluated based on:
  + Whether they are within the funding limits. Projects that exceed the specified limit will not be reviewed.
  + Whether the resources are appropriate for the work proposed.
  + Projects with budgets that are justified appropriately within the limit (e.g. a secondary analysis) may be given additional consideration.
* **Biographical Sketches of Applicant & Primary Mentor**

Please use the [standard NIH biosketch form](https://grants.nih.gov/grants/forms/biosketch.htm) and do not exceed five pages. The NIH biosketch now includes a Personal Statement. As part of this statement, please describe how the proposed research agenda relates to and will help facilitate the investigator’s career path.

* **Letters of Support**

Each submitted proposal must include a letter of support from the applicant’s primary mentor. Additional letters may be included on an as-needed basis. It is expected that each Letter be no more than 2 pages.

* Applicant’s Primary Mentor - REQUIRED
  + Mentor’s research experience and skills in relation to the proposal
  + Responsibilities of the mentor in supervising the PI
  + Plan for communication with the mentee
  + Institutional support for the proposed research (e.g. in-kind resources, infrastructure to support the young investigator and the proposed research project, expenses not covered by the RAPID).
  + A typed signature is acceptable if an electronic signature is not available
* Applicant’s Department Chair – REQUIRED
  + Institutional support for the proposed research (e.g. in-kind resources, infrastructure to support the young investigator and the proposed research project, expenses not covered by RAPID).
  + A typed signature is acceptable if an electronic signature is not available
* Research Network or other collaborating organization – IF APPLICABLE
  + Network’s goals and alignment with the proposal
  + Plan for communication with the PI
  + Support for the proposed research (e.g. in-kind resources, infrastructure to support the young investigator and the proposed research project, expenses not covered by the RAPID).
  + A typed signature from the leadership is acceptable if an electronic signature is not available
* **Brief description of the applicant’s plans post-training completion – IF APPLICABLE**

Please note that research projects are expected to begin in May and end in May of the next year. If an applicant is applying to RAPID as a trainee (fellow) and their program completion is expected to occur just before or during the RAPID award year, the applicant must submit a brief statement describing plans for post-training completion. This additional statement should be included on a separate page and does not count towards the page limit of the application.

**Take care reading the instructions provided above. Incomplete submissions and application materials that exceed the requested page limits will NOT be considered for review.**