NORTHERN NEW ENGLAND CLINICAL & TRANSLATIONAL RESEARCH NETWORK

NNE-CTR Pilot Project Application Proposal Documents Checklist

PLEASE REVIEW APPLICATION INSTRUCTIONS AND INCLUDE THIS CHECKLIST
WITH YOUR APPLICATION in the appropriate UPLOAD section.

Pilot Project Lead: Institution:

Proposal Title:

- Each Section upload includes the components listed saved as a combined PDF with the specified filename.
- Please check or put an "x" next to each component included.
- Templates for all sections are located on our website EXCEPT for Section D, which is in narrative form.

Section A: NIH FORMS (filename: **ApplicantLastName_SectionA_NIH_Forms)**
- ☐ Signed Cover Page (PHS398 face page)
- ☐ Project summary, Relevance, Performance sites
- ☐ List of Senior/Key and Other Significant Contributors and human embryonic stem cells

Section B: Budget and Justification (filename**: ApplicantLastName_SectionB_Budget**)
- ☐ Detailed Budget (if more than one site, detailed budget from each site, plus cumulative budget page); Use the budget template developed for the NNE CTR Pilots

Section C: Biosketches (filename: **ApplicantLastName_SectionC_Biosketches)**
- ☐ NIH Biographical Sketches of all Senior/Key Personnel (biosketch-blank-format form)

Section D: Research Plan (filename: **ApplicantLastName_SectionD_ResearchPlan**)
- ☐ Introduction (if applicable, for resubmissions only) (1 page limit).
- ☐ Specific Aims (1 page limit)
- ☐ Research Strategy(6 page limit)
- ☐ References/Bibliography (no page limit)
- ☐ Vertebrate Animal section, if applicable
- ☐ Letters of Support, optional

Section E: Human Subjects (filename: **ApplicantLastName_SectionE_Human Subjects)**
- ☐ Human Subjects and Clinical Trials form, if applicable (NOTE: If you are using human specimens deemed "not human subjects" you must justify this in the human subjects section)

Section F: Attestation of Project Lead (filename: **ApplicantLastName_SectionF_Attestation)**
- ☐ Project Lead Signed Attestation Form

Section G: Institutional Assurances (filename: **ApplicantLastName_SectionG_Assurances)**
- ☐ Collaborating Sites Institutional Assurance Signed, if applicable

Section H: Checklist (filename: **ApplicantLastName_SectionH_Checklist**)
- ☐ Checklist filled out showing all included documents