

Make sure your application package is complete before sending.

This **Application Package Checklist** is for your use only, please do not submit it with your application package. Please submit all documents as PDF where applicable:

1. Application Form

A. Applicant Profile, Signature Page, Budget, Funding

Page 2 of the application form has 2 check boxes that must be acknowledged before submitting your application. Please take the time to familiarize yourself with these requirements.

1. “will observe the stipulations set by [NSHA research policies and procedures](#) and any other applicable guidelines”
2. “have read and am in agreement with the content of the [NSHA RF Guide](#)”

B. Lay Summary, Proposal, References & Publications *(Word doc- submit as PDF)*

2. Appendices

A. Budget appendices *(price quotes, additional budget pages etc...)*

B. Letters of support

1. **Confirmation of Research Appointment, Protected Time, & Dept. Matching Funds** *(Required for Category 1 only)*
2. **Support letters from colleagues, Dept. head, service departments etc...** *(not required but can add strength to application)*

C. Names, addresses, telephone, fax numbers and email addresses of three (3) arms length reviewers *(Required for Category 1 only)*

3. Common CV(s) *(See guide for complete details)*

4. NSHA REB Approval Letter *(if review was completed)*

Application Submission Instructions

Complete your application package and [submit to the Research Fund](#) by **March 15th** or **September 15th** by **4:00pm ATL**. If the deadline falls on a weekend, [please see our website](#).

PLEASE NOTE: Incomplete applications will not be forwarded for review and funding consideration.