

APPLICATION CHECKLIST

This checklist is for informational purposes only. All applicants must comply with the requirements of the official Request for Funding Applications (RFA) posted on the CCTSI website.

Intent to Apply Form (LOI)

		All Applicants	Mentored	Junior	CU-CSU Award	TM-Pilot
1	Select CCTSI Pilot Grant Program	Required				
2	Select Pilot Award Category	Required				
3	Certify this project meets RFA Eligibility & Exclusion criteria	Required				
4	Does this study involve collaboration with non-CCTSI Affiliated Institution(s)?	Required				
5	Are any investigators involved with this project associated with Colorado State University?	Required				
6	Project Title	Required				
7	Translational Science Roadblock	Required				
8	Contact Information: Principal Investigator	Required				
9	Contact Information: Co-Principal Investigator				Required	Optional
10	Contact Information: Co-Investigator(s)	If Applicable				
11	Contact Information: Primary Mentor (or two Co-Mentors)		Required			
12	Contact Information: Requested Reviewer(s)	Optional				
13	Research Keywords/ Topics (Used to pair applications with reviewers)	Required				

Application Form

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1	Confirm all contact information from LOI is accurate. Combine all documentation required in the RFA and combine into a single PDF to upload with you online Application Form.	Required				
2	Project Overview (2-3 sentences) List all investigator names, titles, institutions before the Project Overview	Required				
3	Abstract (strict 250 word limit)	Required				
4	Specific Aims (1/2 page) , including a Translational Science Roadblock	Required				
5	Background, Significance and Innovation (1 and 1/2 pages) , including the description of the translational science roadblock	Required				
6	Approach (3 page limits) , including Experimental Design, Translational Science Roadblock, Data and Statistical Analysis, Feasibility, Shared Resources, Timeline	Required				
7	References (no page limit)	Required				
8	Multiple PI Plan (1 page limit)				Required	Optional
9	Mentor Letter of Support (no page limit) If there are two co-Mentors, a combined letter or two separate letters will be accepted as a single PDF.		Required			
10	Career Development Plan (1 page)		Required			
11	Letters of Support (no page limit) May include department chairs, consultants, foundations, commercial sources, manufacturers, etc.	Optional				
12	Budget (1 page limit, vertical alignment only) Please use the CCTSI Budget Template (available on the CCTSI website)	Required				
13	Budget Justification (no page limit)	Required				
14	Biosketches (no page limit)	Required				
15	CSU OSP Proposal Transmission Letter (no page limit) Contact Jessica Hunter (jessica.hunter@colostate.edu) for details.				Required	
16	Cost Share Budget (1 page limit) Applications may include collaboration with non-CCTSI Affiliated organizations. Refer to RFA for specific instructions.	See RFA, Check with Kristen House				
17	Other: Institutional Prior Approval (no page limit) Applicants based at CCTSI Affiliated Institutions are strongly encouraged to work with the sponsored programs office at their institution to meet all pre-application requirements specific to their organization, including applications for federal and non-federal (internally funded) seed grant programs.	Check with institution				

DO NOT INCLUDE THIS PAGE IN THE APPLICATION PDF