

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	CU-CSU Award	TM-Pilot	CSU Faculty
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 Contact Information: Principal Investigator	Required				
8 Contact Information: Co-Principal Investigator			Required	Optional	
9 Contact Information: Co-Investigator(s)	If Applicable				
10 Contact Information: Primary Mentor (or two Co-Mentors)		Required			
11 Contact Information: Requested Reviewer(s)	Optional				
12 Research Topics (Used to pair applications with reviewers)	Optional				

Application Form

	All Applicants	Mentored	CU-CSU Award	TM-Pilot	CSU Faculty
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 your online Application Form.	Required				
2 Abstract (strict 250 word limit) List all investigator names, titles, institutions before the abstract	Required				
3 Hypothesis and Specific Aims (strict 250 word limit)	Required				
4 Research Plan (4 page limit) Must be consistent with NIH requirements.	Required				
5 References (no page limit)	Required				
6 Multiple PI Plan (1 page limit)			Required	Optional	
7 Department Letter of Support (no page limit) Provide LOS from CU investigator's department head.			Required		
8 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			
9 Career Development Plan (1 page)		Required			
10 Optional Letters of Support (no page limit) May include department chairs, consultants, foundations, commercial sources, manufacturers, etc.	Optional				
11 Budget (1 page limit, vertical alignment only) Please use the CCTSI Budget Template (available on the CCTSI website)	Required				
12 Budget Justification (1 page limit)	Required				
13 Cost Share Letter of Commitment (no page limit) Applies to applications that include a collaboration with a non-CCTSI Affiliated organization in which award funds will be transferred to that organization. Refer to RFA for specific instructions.	See RFA				
14 Cost Share Budget (1 page limit) Applications may include collaboration with non-CCTSI Affiliated organizations. Refer to RFA for specific instructions.	See RFA				
15 Biosketches (no page limit)	Required				
16 CSU OSP Proposal Transmission Letter (no page limit) Contact Jessica Hunter (jessica.hunter@colostate.edu) for details.					Required
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