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CHECKLIST OF REQUIREMENTS FOR RIFP APPLICATIONS

The following items will be checked when an application is received in the Office for Nursing Research. Any application not meeting these requirements will not be considered for review.

FORMAT AND CONTENTS

list of 33 items

1. Have you completed your project for any previously awarded intramural grants? Yes _____
2. Have you submitted your FINAL REPORT for all completed intramural grants? Yes _____
3. Do you have a 1-page cover page? Yes _____
4. Does your cover page contain the Title, Abstract, Investigators, Credentials, and contact information? Yes _____
5. Is the Abstract 13 lines or fewer? Yes _____
6. Does your cover page have your signature as PI and the signature of your Department Chair? Yes _____
7. If a Reapplication, does it contain a cover letter responding to the changes requested in the critiques? Yes _____
8. Is your Reapplication Cover Letter limited to 1 page? Yes _____
9. If a Reapplication, are changes in the body of the proposal indicated by change bars or font style? Yes _____
10. Does your proposal contain your Specific Aims, that is, the objectives of your proposed research? Yes _____
11. Do you discuss the Significance of your proposed study? Yes _____
12. Do you give a brief review of the literature and the theoretical background for your proposed study? Yes _____
13. Do you show how this study fits your overall research plan and contributes to nursing theory and practice? Yes _____
14. Do you show the Methods of procedure and plan for analysis of data to be collected? Yes _____
15. Do you include a statement regarding arrangements for protection of human/animal subjects? Yes _____

16. Do your Aims, Significance, and Methods total 5 pages or less? Yes _____
17. Do you include a timetable for development of the work into a proposal for extramural funding, or completion of a study without extramural funding?
Yes _____
18. Is your Timetable limited to 1 page? Yes _____
19. Do you include a budget page and budget justification page? Yes _____
20. Are your Budget and Justification limited to 1 page? Yes _____
21. Do you include references? Yes _____
22. Are the References limited to 2 pages? Yes _____
23. Do you include Biosketches (not CV's) of the Principal Investigator and all Co-Investigators? Yes _____
24. Are the Biosketches limited to 4 pages each? Yes _____
25. If you included Instruments in your proposal, did you put them in the Appendix? Yes _____
26. If you included additional material you consider vital to understanding the proposal, did you put it in the Appendix? Yes _____
27. Can your proposal stand without additional materials? Yes _____
28. Is your font Arial 11 pt regular? Yes _____
29. Is your margin .75 on each side, top and bottom? Yes _____
30. Did you use the Template Pages provided? Yes _____
31. Are your pages in this order – Cover Page, Reapplication Cover Letter (if Reapplication), Aims, Significance, Methods, Timetable, Budget & Justification, References, Biosketches, Appendices? Yes _____
32. Will you provide an original signed copy of your proposal and appendices to Office for Nursing Research, T643 HSB, Box 357265, University of Washington, Seattle, WA 98195, before 5 PM Pacific Time (Daylight or Standard, in effect) on the deadline date?
Yes _____
33. Will you submit an electronic copy of your proposal and appendices IN ONE FILE via email to still@u.washington.edu

before 5

PM Pacific Time (Daylight or Standard, in effect) on the deadline date? Yes_____

list end

If you answered Yes to all questions above, you are ready to submit your application.