Project Lead (Last, first, middle): Co-Project Lead (Last, first, middle):

**2018 Application Checklist**

[ ]  At least 1 Indiana-based community partner and 1 Indiana-based university partner

[ ]  Partners designated as either the Project Lead or the Co-Project Lead

[ ]  Neither Project Lead nor Co-Project Lead has received salary support from CHeP in the past 12 months (other than pilot award support or Purdue Extension Educator cost-sharing)

[ ]  University partner is “full-time” (>80% FTE) faculty member employed by an institution of higher education within Indiana (Post-doctoral students, fellows and residents are not eligible as the Project Lead or Co-Lead)

[ ]  Community partner has ≥80% of primary work assignment based in community. If community partner receives salary support from academic institution, justification is included.

[ ]  All individuals listed on application have joined Indiana CTSI CHeP Network

[ ]  Application includes cover page with signatures and IRB approval designation

[ ]  Funding requested is specified and does not exceed $25,000

[ ]  Application includes Summary/Abstract that is 300 words or less

[ ]  Application has project description (Arial 11pt font, 1 in margins) that is 6 pages or less

[ ]  If applicable, application explains how project complements other CHeP supported work

[ ]  Application includes project timeline with proposed project period 12 months or less

[ ]  Literature cited (Sources/References/Bibliography)

[ ]  Budget and budget justification are provided for each partner

[ ]  Budget only includes direct costs (facilities, administrative, and indirect costs not allowed, no equipment >$5,000, only in-state travel)

[ ]  Biosketch, resume, or CV included for each Project Lead and Co-Project Lead

[ ]  Response to request to use application for educational purposes

[ ]  Response to request to send follow-up survey