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