Application Checklist for the 2024 Fast Forward RFA

To assist you in verifying that you have completed all steps in the application process, here is a checklist that you can use once you are ready to submit your proposal.

Pre-Application Checklist

☐ Have you completed the **Contact Details** section with PI information?

☐ Have completed the **Project Details** section? (This information can be changed in the full application)
- ❑ Title
- ❑ Brief Summary (500 words or less)
- ❑ Project Location information (location, country, state, city, zip code)
- ❑ Estimate of Funds Requested in USD

☐ Have you submitted the pre-application by the **pre-application deadline**, 1 week prior to the full application deadline?

Full Application Checklist

☐ Have you completed all items in the **Organization Information** section?
- ❑ Primary Contact information
- ❑ Primary Signatory information

☐ Have you completed all items in the **Project Information** section?
- ❑ Confirmed Project Location information
- ❑ Indicated one General Discipline
- ❑ Identified 2-3 Keywords (a list of available keywords is available for download)
- ❑ Identified categories for Materials/Subjects
- ❑ Identified submission to other funding agencies

☐ Have you completed the **Scientific Summary**? (600 words or less)

☐ Have you completed all questions for the **Plain Language Description**?

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- ☐ Have you uploaded your completed **Proposal Narrative PDF**?
  - ❑ Proposal Narrative **Page Limit: 12 pages**
    - ▪ Proposed Aims (**limit: one page within the 12-page narrative**)
    - ▪ Background (Preliminary scientific, preclinical and clinical data)
    - ▪ Experimental Design and Methods
    - ▪ Project Timeline
    - ▪ Relevance to the [RFA](RFA)
    - ▪ Commercial Market
    - ▪ Commercial Strategy and Exits
    - ▪ Key Technical and Commercial Risk
    - ▪ Images and figures included (**these count towards the page limit)**
  - ❑ References and Literature (**No page limit**: these do not count towards the page limit)
- ☐ Have you completed all required items in the **Human Subjects and/or Vertebrate Animals** section?
- ☐ If applicable, have you uploaded all **Letters** of support/collaboration from individuals whose support is necessary?
- ☐ Have you completed the **Management and Research Team** section?
  - ❑ Listed all professional staff in the **Project Staff** section?
  - ❑ Have you uploaded **Biographical Sketches** for all professional staff on the project, including the PI?
- ☐ Have you completed the **Budget** for all years of the proposed project?
  - ❑ Review the [RFA](RFA) for budget details.
  - ❑ Have you updated the **Amount Requested** to align with the final budget total?
  - ❑ If applicable, have you included the **Subcontractor Budget** for any subcontracts?
- ☐ Have you completed the **Budget Justification** for all years of the proposed project?
- ☐ Have you completed the **Future Funds Needed**?
- ☐ Have you uploaded **Other Funding** for the PI and all professional staff on the project?
- ☐ Have you uploaded the appropriate **Scorecard**?
- ☐ Have you completed the **Intellectual Property** section?
- ☐ Have you completed the **Future Funds Needed**?
- ☐ If applicable, have you uploaded any materials in the **Appendix** section?
- ☐ Have you completed the **Applicant Demographics** section? (This does not affect the consideration of your application)
- ☐ Has the **Institutional Signatory** of your organization **Authorized** submission of your application in MSGrants **by the RFA deadline**?