



The PSF Combined Pilot Research Grant Proposal Checklist

Face Page

- _____ Did you sign and upload your face page?
- _____ Did you obtain signatures from your Institutional Official and Program Director?
- _____ Did you check the box to give The PSF permission to submit your application to outside funding sources, should you not receive an award from this submission?

Eligibility

- _____ Are you an MD, DO, or PhD (OT, PT, and CHT are also eligible for the AAHS/PSF Combined Pilot Research Grant)?
- _____ Do you currently hold a clinical or research position at U.S. or Canadian Institution?
- _____ Are you a member of both organizations (Active or Candidate ASPS and subspecialty member); or included a Co-Investigator of the organization that you are not a member of on your application?
- _____ Did you include an ASPS Sponsor if you are currently in training?
- _____ N/A, I am not in training.

Project Summary

- _____ Did you upload a project summary ½ page or less in length?
- _____ Did you include a 2-3 sentence description of the real or potential clinical impact your research will have on the practice of Plastic Surgery?

Budget and Budget Justification of Costs

- _____ Did you complete your budget and budget justification of costs in proposalCENTRAL?
- _____ Is your budget justification of costs no more than 2 pages?

Bio-sketch(es) for Key Personnel

- _____ Did you upload a biosketch in NIH format for all key personnel (PI's, Co-Investigators, Collaborators, or ASPS Sponsor)?
- _____ Is the biosketch no more than 4 pages?

Resources

- _____ Did you complete and upload the Resources Form?

Other Support

- _____ Did the PI, Co-Investigators, and/or ASPS Sponsor (if applicable) include information on ALL active or pending support?
- _____ Did the PI complete and upload the Other Support Form?

Specific Aims

- _____ Did you complete and upload your Specific Aims of no more than 1 page?
- _____ Did you include a brief introductory paragraph?
- _____ Did each Specific Aim include a title, rationale, and hypothesis? (**See the example on the last page of the grant program guidelines**).

Research Plan

- _____ Did you complete and upload your Research Plan of no more than 6 pages?
- _____ Did you organize section (ii) (Research Strategy) according to the relevant categories Significance, Innovation, and Approach? (See grant program guidelines).
- _____ Did you include tables and figures within the text of the Research Plan?

IRB/IACUC

- _____ Did you upload any/all protocol approvals (IRB/IACUC), if available at this time?
- _____ N/A, my research is Exempt.
- _____ Did you include a letter from your Institution confirming your research is Exempt?

Sponsor Letter (If applicable)

- _____ If you are in training, did you obtain and upload a letter of support from your ASPS Sponsor that verifies you can carry out the proposed work in the allotted time period?
- _____ N/A, I am not in training.

Letters of Support (If applicable)

- _____ Did you obtain and upload all letters of support from Co-Investigators and Collaborators who are involved with your research project?

Grant Writing Module

- _____ Did you review The PSF Grant Writing Module?
- _____ Did you upload the Grant Writing Module Certification Template?
- _____ N/A, I have received funding as a PI from The PSF and did not need to review The PSF Grant Writing Module.

Cover Letter for Resubmissions (If applicable)

- _____ Did you upload a cover letter for resubmission?
- _____ Did you summarize substantial additions, deletions, or changes to the applications?
- _____ Did you include a point-by-point discussion of the issues raised in your summary statement critique?
- _____ N/A, my application is not a resubmission.

Appendix (If applicable)

- _____ Did you upload images NOT included in the Research Plan as “Appendix” items?

Checklist

- _____ Did you complete and upload a copy of your PSF Checklist?

***Applications which do not contain all elements listed above will not be reviewed.**