

**University of Cincinnati - Education and Research Center (ERC)
Pilot Research Project (PRP) Training Program**

CHECKLIST FOR PILOT RESEARCH PROJECT PROPOSALS

Please review this checklist carefully to make sure your proposal contains all of the items listed. Mark each item after it is complete. This checklist must be submitted with your proposal. **Incomplete proposals with missing checklists will be returned without review.** If you have any questions, please contact the ERC coordinator before your submission at erccoor@uc.edu or 513-558-5710.

♦ALL PROPOSALS MUST FOLLOW THE NIOSH FORM PHS398 CURRENT FORMAT♦

Mark if
complete

REQUIRED PAGES



PRP Grant Application Cover Sheet

Download from PRP website



Mark **only one** type of funding that you are applying: 1) Regular, 2) Interdisciplinary Focus, or 3) ERC Strategic Priorities Focus.

Except for letters of support, all of the following pages must be on PHS398 forms.

Download current PHS398 forms from <http://grants2.nih.gov/grants/funding/phs398/phs398.html>



Face Page (PHS 398 Face Page) with official signature

(For University of Cincinnati applicants, item #12 is the name of your grants administrator in your business office and item #13 should be signed by your department head.)



Abstract (PHS 398 Form Page 2) (Maximum 1 page)



Key Personnel (PHS 398 Form Page 2, continued)

List PI, Mentor, Co-Investigators. Consultants can be listed under Other Significant Contributors.



Budget and Budget Justification (PHS 398 Form Pages 4 and 5)

Provide budget justification consistent with proposed study and timeline



Biographical Sketch (PHS 398 Biographical Sketch Format Page)

Follow NIH format, including personal statement, for PI, Co-Investigators, Mentor, and Consultants. If applying for Interdisciplinary Focus, the research team must include 2 or more areas of ERC and/or related disciplines which should be documented in their respective biosketches.

CHECKLIST FOR PILOT RESEARCH PROJECT PROPOSALS (cont.)

Project Description (PHS 398 Continuation Format Page):

Maximum 5 pages (Specific Aims through Timetable, i.e. Items #1-8)

Proposals containing Project Descriptions over 5 pages will be returned without review.

Single space, Arial font, no smaller than 11 pt

- ☐ 1. Specific Aims
- ☐ 2. Background
- ☐ 3. Relevance to NORA – Identify **NORA sector** applicable to your proposal
<http://www.cdc.gov/niosh/nora/councils/default.html>
- ☐ 4. Research Design and Methods
 - 4a. **Interdisciplinary Focus Option** or **ERC Strategic Priorities Focus Option**
If applying for this optional additional funding, provide rationale and names of the research team with their expertise **in a clearly labeled sub-section in the Research Design and Methods section** (biosketches should be included in previous section).
- ☐ 5. Expected Results
- ☐ 6. Impact statement of your research to occupational safety and health
- ☐ 7. Future Direction
- ☐ 8. Timetable
- ☐ 9. Bibliography/References Cited (additional 2 pages are allowed)
- ☐ 10. Human Subjects Research Description* -
If research involves human subjects, the following must be included in this section:
Subject Source, Recruitment Plan, Protection of Human Subjects, Inclusion of Women and Minorities, Planned Enrollment Report, Inclusion of Children
- ☐ 11. Vertebrate Animals Research Description* (if applicable)

****Human Subjects/Vertebrate Animals Research - Institutional Review Board Approval**

If humans or vertebrate animals are used in the project, then a section on this matter must be included. (This section will not be part of the 5 page limit.) See PHS 398 Instructions

<http://grants.nih.gov/grants/funding/phs398/phs398.pdf>.

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- ☐ **Letter of Support from a Mentor**
 - ☐ **Letter of Support from the Co-Investigator/Collaborator**
 - ☐ **Letter of Commitment by the P.I.**

**FOR MORE INFORMATION, PLEASE CONTACT THE ERC PROGRAM COORDINATOR
at erccoor@uc.edu or (513) 558-5710. (PRP Website <http://www.eh.uc.edu/erc/prp.asp>)**

PI Printed Name

PI Signature

Date