The Nancy Chang Ph.D. Award for Research Excellence
Application Instructions

Application materials must include:

- Cover Sheet – the cover sheet is a form you may access when you begin the application. You will need to print it out for signatures (PI and Chair/Center Director/Section Chief); then upload the signed PDF along with the other application documents.

- Research Plan - limited to 6 pages in length, including specific aims. Please use Arial 11 pt single-spaced with one-half inch margins on letter-size paper.

- Literature cited – Include complete citations. No page limit.

- Budget - Provide justification for each major item. Equipment requests may not exceed 10% ($4500) of the total grant budget (explain why existing equipment cannot be used). Inappropriate expenditures include subcontracts, travel (exceptions may be made if the travel is necessary for the research: i.e., travel to a clinic to see patients or obtain a certain test, etc. Travel is not permitted for conferences), major equipment and faculty or administrative salaries. Research support salaries are permitted. Use NIH budget template format for form 398 for the budget. Attach a separate page for the justification; you may simply type out justification for each requested item on a Word document. Combine the two into one document, convert to PDF and upload under "Budget".

- Biosketch - The investigator's updated NIH biosketch. Other collaborators' biosketches are not required but may be included if you prefer. Combine them all into one PDF for uploading (PI's biosketch first).

- Letter of support –Include a letter of support for the project from the PI's Chair, Center Director or Section Chief. Other letters may be included as desired.

- Assurances and Compliance – Neither pending nor approved protocols are required with this application. However, if funded, researchers must obtain institutional approval for proposals involving human subjects, animals, radioisotopes, or biohazardous materials. If you have no current protocols, please upload a PDF that states this. If you have protocol numbers, please upload a document stating them and the current protocol status (approved, new, etc).