

3. These funds will be available to any one person for no longer than one calendar year. This should allow adequate time for either a change of direction in research or resubmission of a renewal application. If less than one year of support is needed, this should be specified.
4. Four factors will be considered in the evaluation of these proposals:
 - Scientific merit will be assessed by the review committee. It is required that the investigator to provide evidence that grant applications have been submitted prior to the budgetary shortfall (or provide an explanation as to the circumstances that prevented submission of applications for extramural funding).
 - The application must include any critiques and scores from the extramural granting agency(ies) for those submissions.

Application Checklist

Cover letter

Face Page and Itemized Budget

Other Support

Body of Application

References Cited

Explanation of how IGP/BSP funds will enhance extramural funding requests

Explanation of use of prior IGP/BSP funds (if applicable)

Biosketch

Reviewer critiques from a related extramural funding applications (w/ scores)

Department Chair Letter (required for BSP apps)

Appendices

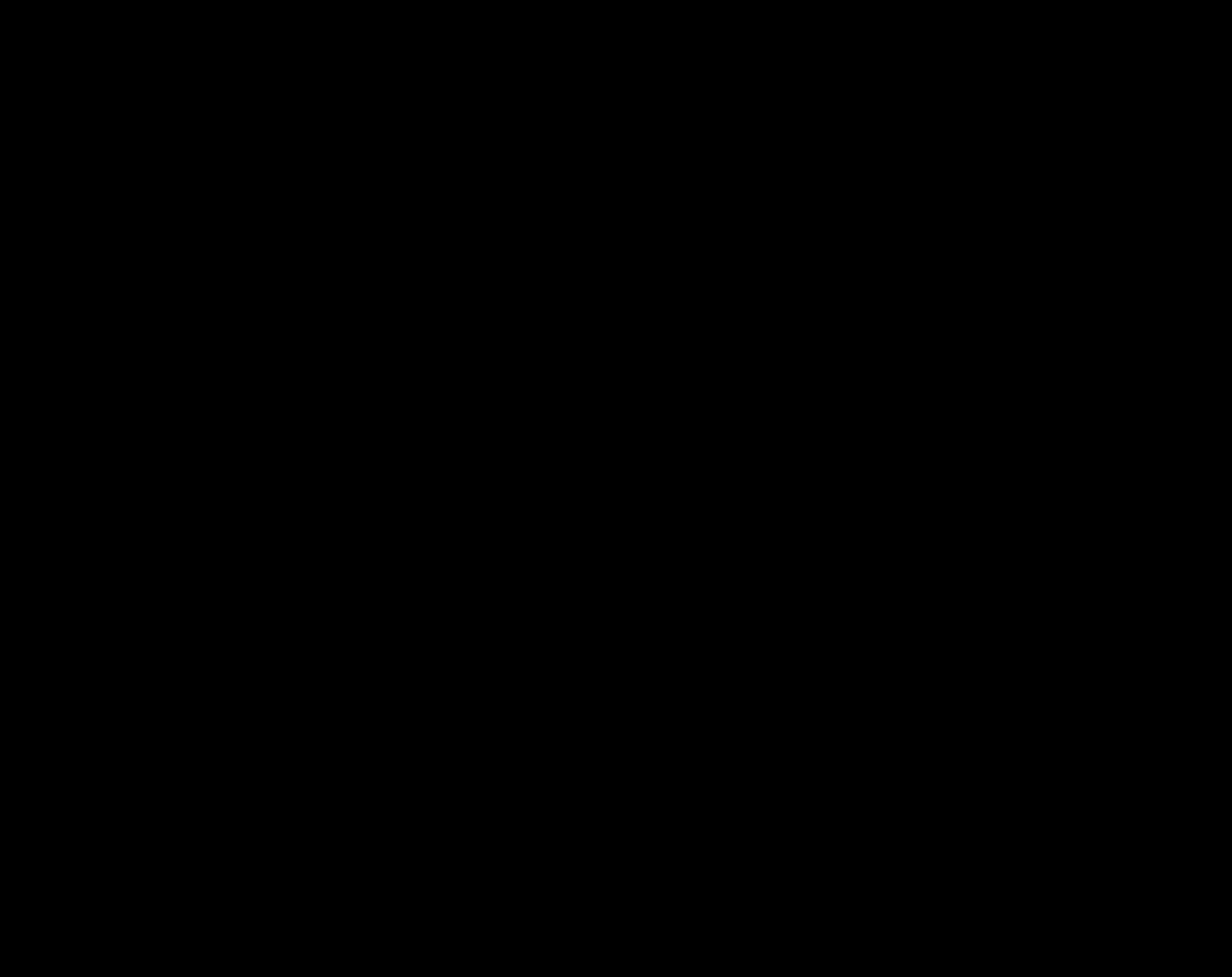
NOTE: The proposal will be reviewed by at least one person from outside of your field and will be discussed by a committee whose members' combined expertise is broad.

Therefore, copy and paste of text from proposals sent to specialist study sections is not helpful to the evaluation of your proposal.

NOTE 2: Figures must be contained within the page limit of the proposal and be of image quality and text size as to be legible.

6. REFERENCES CITED: References should contain the full author list unless greater than 10 author **or** have the PMID number associated. This section does not count towards the page limit.
7. HOW WILL THIS LEAD TO EXTRAMURAL FUNDING: Explain how the results of the proposed studies will be used in an upcoming extramural grant application (1 page max). This should include the title of the grant application, the organization to which the application will be sent, and the expected date of submission.
8. PRIOR IGP/BSP FUNDING: If the applicant received prior funding through either mechanism, a separate section should be added to the new request for funding specifically outlining how prior monies were spent and whether extramural support was obtained from the proposed studies
9. BIOSKETCH: Include a Biosketch of the PI and any Co-PIs in **current** NIH format (<https://grants.nih.gov/grants/forms/biosketch.htm>)
10. PRIOR PROPOSAL and EXTERNAL REVIEWER CRITIQUES: If this is a request for research support that is intended to address reviewers' critiques, you **must** include previous proposal and review critiques, including scores. It should be clear in the proposal how this support will be used to develop information to respond to the critique(s).
11. DEPARTMENT CHAIR LETTER: A letter from the applicant's Department Chair **must** be included. Effort should be made to obtain support through the investigator's department prior to applying for BSP funds. If this proves to be impossible, applicants must submit a statement detailing why such funding is not feasible or not sufficient. This **must** also be addressed by the Departmental Chair in their letter.
12. APPENDICES: Only letters of support or their equivalents should be included that are germane to judging the science of the application or support for the proposed work/PI.

A one page narrative progress report is required within 1 month of the termination of the award.



BUDGET REQUEST

Please itemize individual categories in your budget using sections such as personnel, equipment, consumable supplies, patient costs, animal costs, and whatever else is necessary for the review committee to understand how you determined your budget; please provide justification for budget items on a separate page. The form below is a general template – please add categories as needed.

PERSONNEL

Name: _____

Monthly Salary ----- \$ _____

Fringe Benefits ----- \$ _____

Total Salary Requested ----- \$ _____

Consumable Supplies ----- \$ _____

Other Expenses ----- \$ _____

BUDGET TOTAL ----- \$ _____