

### **Synopsis of Key Elements by Award Type:**

This document is to be used as a quick reference guide only and a supplemental tool. Please review the LOI and Proposal Submission Guidelines found on the CDI website for the full requirements and additional details on the documents for each award type.

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**Core Large Initiative (Up to \$1,500,000 total costs for up to 3 years):**

- Face Page
- Multiple PI Continuation Page (if multiple PIs)
- Project Summary (limit of 200 words)
  - A brief background of the proposal and relevance to the CDI's objectives.
  - Specific Aims in bullet format.
  - Potential impact on child health.
- Detailed Budget for Year 1
- Budget Justification and Total Project Cost
- Biosketches of Key Personnel (limit of 5 pages per investigator)
- Resubmission Introduction (if Resubmission) (1 page)
  - Respond to any issues or feedback from Scientific Advisory Board's review of the original proposal, and summarize any revisions to the prior submission.
- Specific Aims (1 page)
- Research Strategy (limit of 10 pages)
  - Address Significance, Innovation and Approach.
- Core Users
  - List past and potential users of the core and department to which they belong.
  - Provide actual use of the core.
- Project Milestones Timetable (1 page)
  - Describe the project milestones and goals for each aim and each year of funding.
- Human Subjects (if applicable)
- Vertebrate Animals (if applicable)
- Leadership Plan (if Multiple PIs)
  - Rationale for choosing multiple PI approach; roles and responsibilities, process for making decisions on direction and allocations of resources, communication, resolving conflict, and a budget table if an allocation amongst the PIs is planned.
- Literature Cited
- Grants & Publications Page (if Renewal)
- Subaward (Contractual) Agreements (if applicable)
  - Explain programmatic, fiscal and administrative arrangements to be made, and should include "Statement of Intent to Establish Consortium Agreement" document.
- Letters in Support of Proposal
- Appendix Materials
  - Examples would be equipment quotes, manuscripts or abstracts accepted for publication but not published, surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents.

**Educational Initiative (Up to \$50,000/year total costs for up to 3 years):**

- Face Page
- Multiple PI Continuation Page (if multiple PIs)
- Project Summary (limit of 200 words)
  - A brief background of the proposal and relevance to the CDI's objectives.
  - Specific Aims in bullet format.
  - Potential impact on child health.
- Detailed Budget for Year 1
- Budget Justification and Total Project Cost
- Biosketches of Key Personnel (limit of 5 pages per investigator)
- Resubmission Introduction (if Resubmission) (1 page)
  - Respond to any issues or feedback from Scientific Advisory Board's review of the original proposal, and summarize any revisions to the prior submission.
- Description of Program and Goals (limit of 5 pages)
  - Describe goals of the program and provide evidence of relevance to CDI programs.
  - Outline details of the program, including time frames, participants, and resources needed.
- Project Milestones Timetable (1 page)
  - Describe the project milestones and goals for each aim and each year of funding.
- Leadership Plan (if Multiple PIs)
  - Rationale for choosing multiple PI approach; roles and responsibilities, process for making decisions on direction and allocations of resources, communication, resolving conflict, and a budget table if an allocation amongst the PIs is planned.
- Literature Cited
- Grants & Publications Page (if Renewal)
  - Provide list of Grants, Publications, Abstracts, Presentations and Inventions from the original CDI award.
- Letters in Support of Proposal
- Appendix Materials
  - Examples would be equipment quotes, manuscripts or abstracts accepted for publication but not published, surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents.

**Faculty Scholar Award (Up to \$300,000 total costs over 5 years):**

- Face Page
- Project Summary (limit of 200 words)
  - A brief background of the proposal and relevance to the CDI's objectives.
  - Specific Aims in bullet format.
  - Potential impact on child health.
- Biosketch of Scholar Applicant (limit of 5 pages per investigator)
- Resubmission Introduction (if Resubmission) (1 page)
  - Respond to any issues or feedback from Scientific Advisory Board's review of the original proposal, and summarize any revisions to the prior submission.
- Background of Scholar (limit of 2 pages)
  - Provide information related to research and clinical training, details of research accomplishments, consistent themes or issues that have guided work.
- Description of Scholar's Research and Goals (limit of 4 pages)
  - Research Plan: summarizing investigations in progress, potential future directions as well as how this relates to objectives of CDI and its Centers.
  - Plans for Mentoring Scholar.
  - Relevant published and currently planned manuscripts as well as 5-year grant submission plan.
  - Vision statement describing long-term career and academic goals.
- Project Milestones Timetable (1 page)
  - Summarize project milestones, goals for lab during project period, long-term research goals, and plans for applying for extramural support.
- Literature Cited
- Letters in Support of Proposal
- Appendix Materials
  - Examples would be equipment quotes, manuscripts or abstracts accepted for publication but not published, surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents.

**Interdisciplinary Research Initiative (Up to \$150,000/year total costs for up to 3 years):**

- Face Page
- Multiple PI Continuation Page (if multiple PIs)
- Project Summary (limit of 200 words)
  - A brief background of the proposal and relevance to the CDI's objectives.
  - Specific Aims in bullet format.
  - Potential impact on child health.
- Detailed Budget for Year 1
- Budget Justification and Total Project Cost
- Biosketches of Key Personnel (limit of 5 pages per investigator)
- Resubmission Introduction (if Resubmission) (1 page)
  - Respond to any issues or feedback from Scientific Advisory Board's review of the original proposal, and summarize any revisions to the prior submission.
- Specific Aims (1 page)
- Research Strategy (limit of 10 pages)
  - Address Significance, Innovation and Approach.
- Project Milestones Timetable (1 page)
  - Describe the project milestones and goals for each aim and each year of funding.
- Human Subjects (if applicable)
- Vertebrate Animals (if applicable)
- Leadership Plan (if Multiple PIs)
  - Rationale for choosing multiple PI approach; roles and responsibilities, process for making decisions on direction and allocations of resources, communication, resolving conflict, and a budget table if an allocation amongst the PIs is planned.
- Literature Cited
- Grants & Publications Page (if Renewal)
  - Provide list of Grants, Publications, Abstracts, Presentations and Inventions from the original CDI award.
- Subaward (Contractual) Agreements (if applicable)
  - Explain programmatic, fiscal and administrative arrangements to be made, and should include "Statement of Intent to Establish Consortium Agreement" document.
- Letters in Support of Proposal
- Appendix Materials
  - Examples would be equipment quotes, manuscripts or abstracts accepted for publication but not published, surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents.

**Large-Scale Interdisciplinary Research Initiative (Up to \$1,500,000 total costs for up to 3 years):**

- Face Page
- Multiple PI Continuation Page (if multiple PIs)
- Project Summary (limit of 200 words)
  - A brief background of the proposal and relevance to the CDI's objectives.
  - Specific Aims in bullet format.
  - Potential impact on child health.
- Detailed Budget for Year 1
- Budget Justification and Total Project Cost
- Biosketches of Key Personnel (limit of 5 pages per investigator)
- Resubmission Introduction (if Resubmission) (1 page)
  - Respond to any issues or feedback from Scientific Advisory Board's review of the original proposal, and summarize any revisions to the prior submission.
- Specific Aims (1 page)
- Research Strategy (limit of 10 pages)
  - Address Significance, Innovation and Approach.
- Project Milestones Timetable (1 page)
  - Describe the project milestones and goals for each aim and each year of funding.
- Human Subjects (if applicable)
- Vertebrate Animals (if applicable)
- Leadership Plan (if Multiple PIs)
  - Rationale for choosing multiple PI approach; roles and responsibilities, process for making decisions on direction and allocations of resources, communication, resolving conflict, and a budget table if an allocation amongst the PIs is planned.
- Literature Cited
- Grants & Publications Page (if Renewal)
  - Provide list of Grants, Publications, Abstracts, Presentations and Inventions from the original CDI award.
- Subaward (Contractual) Agreements (if applicable)
  - Explain programmatic, fiscal and administrative arrangements to be made, and should include "Statement of Intent to Establish Consortium Agreement" document.
- Letters in Support of Proposal
- Appendix Materials
  - Examples would be equipment quotes, manuscripts or abstracts accepted for publication but not published, surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents.

**Postdoctoral Fellowship (Up to \$30,000/year total costs for up to 2 years):**

- Face Page
- Project Summary (limit of 200 words)
  - A brief background of the proposal and relevance to the CDI's objectives.
  - Specific Aims in bullet format.
  - Potential impact on child health.
- Detailed Budget for Year 1
- Budget Justification and Total Project Cost
- Biosketches of Fellowship Applicant and Mentor(s) (5 page limit per person)
- Resubmission Introduction (if Resubmission) (1 page)
  - Respond to any issues or feedback from Scientific Advisory Board's review of the original proposal, and summarize any revisions to the prior submission.
- Specific Aims (1 page)
- Research Strategy (limit of 5 pages)
  - Address Significance, Innovation and Approach.
- Description of Fellowship Applicant's Research and Goals (½ page)
  - Summarize how the fellowship research fits in with prior training, research interests, future directions, plans for mentoring of the fellow and vision statement from the candidate.
- Project Milestones Timetable (1 page)
  - Describe the project milestones and goals for each aim and each year of funding.
- Human Subjects (if applicable)
- Vertebrate Animals (if applicable)
- Literature Cited
- Letters in Support of Proposal
- Appendix Materials
  - Examples would be equipment quotes, manuscripts or abstracts accepted for publication but not published, surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents.