## **APPENDIX B: CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION**

1. **Project Narrative/Proposal (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file**):
* **General**
	+ Proposal topic and project plan are responsive to the RFP
	+ No more than one proposal is submitted by a PI
	+ Each application has at least ONE early-career or female investigator included as a key participant
* **A.1. Cover Sheet**
	+ All fields are completed
	+ Signed by UAE and U.S. PIs and Institute Leadership Representatives
* **A.2. Project Abstract**
	+ Does not exceed 350 words
* **A.3. Project Narrative**
	+ All project criteria are addressed
	+ Text is within five (5) page limit
	+ Formatted properly (typed, single spaced, one-inch margins, page numbers, font no smaller than Arial 10 pt.)
	+ Authors names are included at end of section
* **A.4. References Cited**
* **A.5. Project Milestone Plan**
	+ Written based on the instructions in Section VI (Required Elements) and sample (Appendix C)
	+ Should include clear, discrete, verifiable milestones; deliverables must be associated with each milestone
* **A. 6. Mentorship Plan**
* **A.12. Previous CRDF Global Awards (if applicable)**

Does not exceed one (1) page per award

* **A.13. PI Partnership & Terms Agreement Statement**
	+ One for each UAE and U.S. PI on the proposal
	+ Written based on provided template
	+ On institute letterhead and signed by PI
* **A.14. Plagiarism Policy and Standards Agreement**
	+ Scanned copy of the Agreement signed by the UAE and U.S. PIs.
1. **Project Budget (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)**
* **A.8.i. Sub-Team Budgets (U.S. Sub-Team)**
	+ Follows Allowable Costs guidelines
	+ One budget included for each participating U.S. sub-team
	+ The U.S. budget combined does not exceed 20% of the total project awards ($175,000 per year for up to three years)
	+ Institutional Support (if applicable) for each sub-team does not exceed 8% of direct costs (IFS + ESS+ Travel) for foreign grantees and NICRA or 10% for U.S. grantees.
* **A.8.ii. Sub-Team Budget (UAE Sub-Team)**
	+ Follows Allowable Costs guidelines
	+ One budget included for participating UAE sub-team
* **A.9.i. Budget Narrative (U.S. Sub-Team)**
	+ One form included for each participating U.S. sub-team that describe all expense listed in respective budgets
	+ Any equipment valued over $1,000 includes an additional detailed justification
	+ For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging and per diem costs for each trip are clearly stated
* **A.9.ii. Budget Narrative (UAE Sub-Team)**
	+ One form included for participating UAE sub-team that describe all expense listed in respective budgets
	+ Any equipment valued over $1,000 includes an additional detailed justification
	+ For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging and per diem costs for each trip are clearly stated
* **A.10. Project Team Budget Overview**
	+ One budget included for each participating UAE and U.S. sub-team
	+ The UAE and U.S. budgets combined do not exceed $175,000 USD per year for up to three years
1. **Bioethics Review Form (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)**
* **Proposals involving Human and or Animal Subjects research only**: For U.S. sub-teams only
1. **Institutional Data Form (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)**
* **A.15. Institutional Data Form (for U.S. Institutions only)**
	+ The form can be retrieved at
	+ One for each U.S. Institution on the proposal
1. **Personnel List/ CVs (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)**
* **CV for UAE and U.S. PIs and all team participants**
	+ PI CVs no more than five (5) pages.
	+ Team participant CVs are not more than two (2) pages.
	+ Each form has a corresponding detailed CV compiled as a separate document which is submitted separately from the proposal
* **A.7. Sub-Team Key Participant Data Form**
	+ All fields are completed for all participants (other than Project PIs)
* **A.10. Statement of Other Sources of Support of Key Personnel**
	+ At least one (1) form is completed for each PI
	+ If no other support reported, the form is completed with the PI’s name and the “none” box checked at the top of the page
1. **Optional**: **Cost-share letter of support (Documents/Information combined into a SINGLE PDF, Word, or Rich Text file)**
2. **NICRA (for U.S. institutions only)**
3. **Submission Requirements**: All documents submitted to CRDF Global **MUST** be submitted online.