# DOP Resident/Fellow R&D Grant Submission Checklist and Timeline

*NOTE: This page must be signed by the applicant’s mentor and uploaded as part of the proposal submission*

Applicant Name**:**

Mentor Name**:**

# Applicant Checklist and Resources for Proposal Preparation

**STEP 1:** Mentor and applicant to meet to discuss research idea, including core question to be answered and likely method of answering that question

Applicant reviews [resources for grant preparation,](https://www.pediatrics.wisc.edu/research/funding-opportunities/rd/) including

* Application guidelines: [https://www.pediatrics.wisc.edu/wp-content/uploads/2022/03/RD-Guidelines-Resident-](https://www.pediatrics.wisc.edu/wp-content/uploads/2022/03/RD-Guidelines-Resident-Fellow.pdf)

[Fellow.pdf](https://www.pediatrics.wisc.edu/wp-content/uploads/2022/03/RD-Guidelines-Resident-Fellow.pdf)

* Sample proposal: [https://www.pediatrics.wisc.edu/wp-content/uploads/2020/10/Sample-Trainee-Proposal-Condit-](https://www.pediatrics.wisc.edu/wp-content/uploads/2020/10/Sample-Trainee-Proposal-Condit-2020.pdf) [2020.pdf](https://www.pediatrics.wisc.edu/wp-content/uploads/2020/10/Sample-Trainee-Proposal-Condit-2020.pdf)
* Proposal template
* Sample mentoring plan: [https://www.pediatrics.wisc.edu/wp-content/uploads/2022/03/Sample-Mentoring-](https://www.pediatrics.wisc.edu/wp-content/uploads/2022/03/Sample-Mentoring-Plan.pdf)
* [Plan.pdf](https://www.pediatrics.wisc.edu/wp-content/uploads/2022/03/Sample-Mentoring-Plan.pdf)
* [Budget template](https://www.pediatrics.wisc.edu/wp-content/uploads/2023/03/BudgetJustificationTemplate_PedsFacRD.docx), as well as a list of commonly budgeted expenses
* Mentor and applicant agree on a timeline for proposal development and preparation, including agreeing on a date to complete the application draft and send to mentor for feedback

**STEP 2:** Email Becky Bound (rebecca.bound@wisc.edu) indicating your intent to apply for this deadline. Include your mentor’s name and the proposed title of your application.

**STEP 3:** Prepare proposal draft:

* Read at least one paper or chapter regarding selected research method
* Use [proposal template](https://www.pediatrics.wisc.edu/research/funding-opportunities/rd/) to structure application and make sure all sections are addressed to describe the proposed project
* Mentor and applicant email back and forth regarding feasibility, approach, methods and edit proposal
* Send to mentor for feedback on or before date agreed upon in Step 1

**STEP 4:** Finalize proposal:

* Mentor and applicant email back and forth to finalize the proposal, including descriptions of the study question, methods, participants/charts/etc needed to power the study, and budget.
* Mentor signs below, confirming that applicant successfully completed the steps above, and the mentor endorses and supports the proposal.

**STEP 5:** Submit the proposal via the [online form](https://pediatricsrdapplication.wufoo.com/forms/m19oft4e0hsdhnu/) on or before the application deadline.

# Mentor signature indicating completion of items above:

Signature: Date: