

Status of Grant Application

Use these tables to keep track of your progress when grant writing. You will need to adjust the tables to reflect the funding agency's requirements (e.g., content, sections, terminology) for your type of application.

Title:

Deadline:

Table 1. Status of Grant Application

Section	Item	Who is preparing	Done (X)	Comments	
Cover letter					
Form page 1	Face page				
Form page 2	Description: Project summary & relevance				
	Project/performance sites				
	Senior/key personnel				
	Other significant contributors				
	Human embryonic stem cells				
Form page 3	Table of contents	--	--	<i>Automatically generated</i>	
Form page 4	Detailed budget for initial period				
Form page 5	Entire budget				
	Budget justification				
Biographical Sketches	PI				
	Other key personnel <i>(List individuals in alphabetical order by last name; one row per person)</i>				
Resources					
Research Plan	1. Introduction			<i>(Include only in revised applications)</i>	
	2. Specific Aims				
	3. Research Strategy (Significance, Innovation and Approach)				
	4. Inclusion enrollment report			<i>(Include only in renewal applications)</i>	
	5. Bibliography & references cited/ Progress Report Publications				
	6. Protection of human subjects				
	7. Inclusion of women and minorities				
	8. Targeted/planned enrollment table				
	9. Inclusion of children				
	10. Vertebrate animals				
	11. Select agent research				
	12. Multiple PD/PI leadership plan				
	13. Consortium/contractual arrangement				
	14. Letters of support (e.g., consultants)				<i>See Table 2, below</i>
	15. Resource sharing plan				
Checklist					
Appendix					

Table 2. Letters of Support

Name	Requested letter (date)	They agreed to write (x)	Received letter (X)	Comments
<i>(List individuals in alphabetical order by last name; one per row)</i>				

