

Health Professions Division Research Committee Checklist

Required elements to be completed before your proposal is accepted for review by the HPD Research Committee:

- The First page has all required elements (College, Department, Study Title, PI name & contact information).
- Ensure the requested funding amount matches total amount reflected in Budget section – Page 3.
- Signature page has all required approvals – Page 4.
- Principal Investigator signature assurance page is signed and dated – Page 5.
- Budget has been reviewed and approved (signature present) at College level.
- Researcher’s biosketches have been included in the proposal.
- Project timeline start and end date must match dates on Page 3 (Principal Investigator Cover Page).
- Use Version 11.2 Research Grant Application instead of Version 11
- Name the person who will conduct your statistical analysis
- Reason/s your submission can be rejected: signatures, formatting, and budget

You must complete all items listed on this checklist in order for your proposal to be accepted for review by the HPD Research Committee.