

## The PSF proposal Checklist

### Face Page

- Did you sign and upload your face page?
- Did you obtain signatures from your Institutional Official and Program Director?
- Did you check the box to give The PSF permission to submit your application to outside funding sources, should you not receive an award from this submission?

### Project Summary

- Did you upload a project summary ½ page or less in length?
- Did you include a 2-3 sentence description of the real or potential clinical impact your research will have on the practice of Plastic Surgery?

### Budget and Budget Justification of Costs

- Did you complete and upload your budget and budget justification of costs?
- Is your Budget Justification of Costs less than 2 pages?

### Bio-sketches for Key Personnel

- Did you upload an NIH-formatted biosketch, no longer than 4 pages, for each key personnel (PI, Co-PI, Mentor, ASPS Sponsor, Collaborators)?

### Resources

- Did you complete and upload your Resources page?

### Other Support

- Did you complete and upload your Other Support page?
- Did you include information on ALL active or pending support for PI, Co-PI, ASPS Sponsor and/or Mentor (Mentor for Fellowship applications only)

### Specific Aims

- Did you complete and upload your one page Specific Aims?
- Did you include an introductory paragraph?
- For each Specific Aim, did you include a title, central hypothesis, experimental approach and summary sentence? (See example in program guidelines)

### Research Plan

- Did you complete and upload your Research Plan?
- Is section ii (research strategy) of the application within the 12 page limit (6 for the PRG)? (also includes Candidate's Background, Career Goals and Objectives, Career Development/Training Activities for Research Fellowship applications only)

### IRB/IACUC (if applicable)

- Did you upload any/all protocol approvals (IRB/IACUC), if available at this time?
- NA (My research is Exempt)
  - Did you include a letter from your Institution confirming your research is Exempt?

Program Director Letter (For Research Fellowships Only)

Did you obtain and upload a letter from your Residency Program Director confirming your full participation in the residency program, estimated date of graduation, and the authorization to take one year off of clinical training for full-time involvement in research funded by the grant?

NA

Sponsor Letter (if applicable)

Did you obtain and upload a letter of support from your ASPS Sponsor?

NA

Statement of Support Letters (for Research Fellowship applications only)

Did you obtain and upload the necessary statements of support from your Mentor and any/all Co-mentor(s), Collaborators?

NA

Institutional Commitment (for Research Fellowship applications only)

Did you upload a letter on institutional letterhead from your Division or Department Chairman acknowledging institutional support of your research and career development for the entire period of the proposed award?

NA

Letters of Support (if applicable)

Did you upload letters of support from any/all Co-Investigators and Collaborators?

NA

Cover Letter for Resubmissions

Did you summarize the substantial additions, deletions or changes to the application?

If provided a summary statement from your previous review, did you address the issues raised in the summary statement?

NA

Appendix (if applicable)

Did you upload any figures/images NOT included in the research plan as "Appendix" items?

NA

Checklist

Did you complete and upload a copy of your PSF checklist?

**\*Applications which do not contain all elements listed above will not be reviewed.**