SOCIETY OF
CARDIOVASCULAR
ANESTHESIOLOGISTS
Knowledge • Care • Investigation

Research Grant Checklist

Please be sure that all items listed on the checklist are included in the grant application.

	Checklist Item	Instructions
☐	Title Page	o Type of grant(s) applying for o Research grant title o Name of applicant o Applicant's institution, academic degrees, and faculty rank o **Mentor's name for Joyce Wahr, and In-Training Grants** o Names, academic degrees, and faculty ranks of any co-investigators.
☐	Research Plan (max of 9 total pages)	See Page 4 – Research Grant Instructions
☐	Budget	The budget should outline all proposed expenditures for the project and indicate the amount and breakdown for specific items requested from the SCA, and, if applicable, the amount and breakdown for specific items provided by the institution as matching funds. ***More details on Page 3 of Research Grant Instructions***
☐	Budget Justification (1 page)	Include a brief description of projected costs for different components of the budget, i.e., supplies, animal costs, equipment, salary support.
☐	Study Approval (1 page)	Include a statement of approval for studies involving human or animal subjects by the appropriate institutional committee. (The application may be submitted before approval is obtained, with a letter of explanation. However, no award will be made until notification of institutional approval is received).
☐	Related Studies (1 page)	Include a listing of all other studies being performed on the study population, if applicable.
☐	Other Grants (1 page)	All active and pending research support for all projects must be detailed (planned, applied for, or received as an investigator or co-investigator). Include a statement of the relationship to the present grant.
☐	Biosketch of PI (max 5 pg. each)	NIH Biosketch format required.
☐	Letter from the Department Chair	○ Assessment of the applicant's research and other professional accomplishments. ○ Institutional/departmental matching funds, which may be salary support of personnel (excluding the principal

		investigator), supplies, animals, equipment, etc. The amount of all pledged funds should be specified in US $. o The availability of suitable facilities and/or patients. o A statement of how much non-clinical time the PI will have, should the grant be awarded. Minimum: 40% non-clinical (research) time (30% for in-training grant). o The agreement to return all unused funds if the project is not completed in three years.
☐	***Scientific Mentor Statement for Joyce Wahr, and In-Training Grants (1-2 pages)***	A letter describing the track record of the mentor in-regards to success of previous mentees, mentor's sources of research support, commitment of mentor's resources to the applicants' projects, and a mentoring plan must be submitted.
☐	Career Development plan for Starter, Joyce Wahr, and In-Training Grants (2 pages)	A career development plan describing the Career Goals and Objectives and the Candidate's Plan for Career Development/ Training Activities during Award Period
☐	Letters of support from all co-investigators	