Checklist for Pilot Research Project Proposals
University of Cincinnati Education and Research Center
Pilot Research Project Training Program

Please review this checklist carefully to make sure your proposal contains all of the items listed. Mark each item after it is complete. This checklist must be submitted with your proposal. **Incomplete proposals with missing checklists will be returned without review.** For questions, please contact the ERC coordinator before your submission at erccoor@uc.edu or 513-558-5710.

ALL PROPOSALS MUST FOLLOW THE NIOSH FORM PHS398 CURRENT FORMAT

Required pages: Check off when complete

☐ **PRP Grant Application Cover Sheet**
- Download from PRP website
- Mark only one option for type of proposal: 1) Regular, 2) Interdisciplinary Focus, 3) ERC Strategic Priorities Focus

Except for letters of support, all of the following pages must be on PHS398 forms.
Download current PHS398 forms.

☐ **Face page (PHS 398 Face Page) with official signature**
- For University of Cincinnati applicants, item #12 is the name of your grants administrator in your business office and item #13 should be signed by your department head.

☐ **Abstract (PHS 398 Form Page 2, maximum 1 page)**

☐ **Key Personnel (PHS 398 Form Page 2, continued)**
- List PI, Mentor, Collaborators (Research assistants, student helpers, etc.). Consultants can be listed under Other Significant Contributors.

☐ **Budget and Budget Justification (PHS 398 Form Pages 4 and 5)**
- Provide budget justification consistent with proposed study and timeline. Include a plan for how you will spend all budgeted funds by June 30, 2028.

☐ **Biographical Sketch (form/instructions)**
- Follow NIH format, including personal statement, for PI, Collaborators, Mentor, and Consultants. If applying for Interdisciplinary Focus, the research team must include 2 or more areas of ERC and/or related disciplines which should be documented in their respective bio sketches.

☐ **Letter of Support from a Mentor (if applicable)**

☐ **Letter of Support from the Collaborator(s)**

☐ **Letter of Commitment by the PI**

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Checklist for Pilot Research Project Proposals Continued

Required pages: Check off when complete

☐ **Project Description (PHS 398 Continuation Format Page):**
Maximum 5 pages (Specific Aims through Timetable, i.e. Items #1-9)
Proposals containing Project Descriptions over 5 pages will be returned without review.
Single space, Arial font, no smaller that 11pt.

1. Specific Aims
2. Background
3. Burden, Need, and Impact. Each proposal must present a brief description about how their proposal addresses the Burden, Need, and Impact (BNI) aspects of the NIOSH research strategy.
4. Relevance to NORA – Identify NORA Sector applicable to your proposal
5. Research Design and Methods
    a. Interdisciplinary Focus Option or ERC Strategic Priorities Focus Proporal Types. Provide rationale and names of the research team with their expertise **in a clearly labeled sub-section** in the Research Design and Methods section (bio sketches should be included in previous section).

6. Expected results
7. Impact statement of your research to occupational safety and health
8. Future direction
9. Timetable
10. Bibliography/References Cited (additional 2 pages are allowed)
11. Human Subjects Research Description*
    a. If research involves human subjects, the following must be included in this section: Subject Source, Recruitment Plan, Protection of Human Subjects, Inclusion of Women and Minorities, Planned Enrollment Report, Inclusion of Children
12. Vertebrate Animals Research Description* (if applicable)

*Human Subjects/Vertebrate Animals Research - Institutional Review Board Approval
If humans or vertebrate animals are used in the project, then a section on this matter must be included (this section will not be part of the 5-page limit).

See PHS 398 Instructions

PI Printed Name

PI Signature

Date

For more information or questions, please contact the ERC Program Coordinator at erccoor@uc.edu or 513-558-5710. The PRP website also includes program details and required documents.