



Cohort 2 Application Checklist

Prior to submitting an application, use this checklist to ensure all required elements of the application are complete and adhere to the guidance provided in the Request for Applications (e.g., page limits, content, formatting). This completed checklist must be included with the application.

One Application File (in searchable PDF format) Containing:

- ☐ Completed Application Checklist
- ☐ Applicant Information Form
- ☐ Applicant Agreements Form, with Acknowledgement of Authorization
- ☐ Project Abstract (1 page maximum, 12-point standard font, 1" margins, double-spaced)
- ☐ Project Narrative, with responses to all specified sections (20 page maximum, 12-point standard font, 1" margins, double-spaced)
- ☐ Budget Narrative (no page limit, 12-point standard font, 1" margins, double-spaced)
- ☐ Appendix (10 page maximum), with supplemental materials applicant that enhance their application, such as:
 - ☐ Metrics Table (required; may be in embedded within narrative or included in the Appendix)
 - ☐ Citations list (required, 12-point standard font, 1" margins, may be single-spaced)
 - ☐ Logic model, tables, or graphics supporting the narrative (optional)
 - ☐ Letters of Support (optional)

One Excel File Containing:

- ☐ Budget Workbook (using the required three-year budget template)