Checklist for Complete Submission of an RPC Application

Failure to submit ALL documents before 11:59pm EST of submission date constitutes an incomplete RPC application. **Incomplete applications will not be reviewed.**

A “complete application” consists of the following:

A Research Plan/Protocol:

- Should outline the importance of the clinical problem being addressed and clearly state the hypothesis to be tested
- Should address how the project will lead to extramural grant application plans.
- Should provide a narrative timeline of the plan for the completion of the project.
- Should state whether the Clinical Research Unit, Lerner Cores, or Biostats are being utilized.

The RPC proposal should also address:

☐ Data Management, including:
  - Procedures and responsibilities for data acquisition (measurement and recording)
  - Procedures and responsibilities for data storage (medium [i.e., excel], site, security)
  - Template of the planned worksheet to record the data specifying roles of columns and rows or planned Case Report Forms (CRFs)

☐ Statistical Considerations, including:
  - Study Hypotheses
  - Sample size justification (specifying software used and assumptions made)
  - Type of analyses including the tests to be used and assumed significance levels
  - Data analysis software
  - Procedures and responsibilities for data analysis

☐ Statistical Analysis Support
  - The Budget Section of the proposal should include costs of statistical support for analyses, and database creation and management, if external to investigator team
  - If applicable, a letter of support for the project and the budgeted level from those providing statistical and data management support to the investigator’s team

Please **upload** the following documents:

☐ Research Plan/Protocol

☐ RPC Budget Request Form

☐ PI Biosketch in NIH Format

☐ Staff Sponsor signature form, if PI is non-Staff.
  An additional letter outlining a mentoring plan is STRONGLY suggested.

☐ Staff Sponsor Biosketch in NIH format (if PI is non-Staff).

☐ PI/Co-I Signature sheet

☐ Transfer of Funds form: Complete with RPC #, Treasury Fund Number, two digit Department Lawson Number, and all signatures, including Institute Chairperson’s signature.

☐ **Please Note:** RPC Online Submission must be **MARKED COMPLETE** and then **SAVE RECORD**. (Two different “clicks”)