

**CHECKLIST**

- All required sections are in the correct order
1. Cover page
  2. Budget justification
  3. Abstract
  4. Narrative
    - objectives or specific aims
    - literature review
    - project justification
    - methodology or procedures/plan of operation/activities
    - work schedule
    - expected outcomes
    - proposed evaluation
    - plans for dissemination
  5. Bibliography/references
  6. Appendices (if any) - for resubmissions include a description of how reviewer comments were addressed
  7. Vita for PI
  8. Vita for Co-PI, if applicable
- 8 1/2 x 11 white paper       Clear and legible print       1-inch margins on all sides
- No more than 15 characters per inch

*Cover Page*

- All sections completed (check Items 4 and 5 closely)
- Budget adds up

*Abstract*

- no more than 200 words (approx. 15 words/line, or 13 lines)**

*Page Numbering*

- begins with narrative section
- placed at top right or bottom center of pages

*Narrative Section*

- double spaced (work schedule may be single, but double between dates)
- no more than 10 one-sided pages

*Vita*

- no more than 2 one-sided pages
- Final reports completed for previous FRG and/or minigrants