



CFAR Trainee Support Grant (TSG) Application Checklist

Before submitting your TSG application, please review ALL of the following action items below. Applications that do not provide all required documents and/or do not meet the eligibility guidelines will be considered ineligible for funding. **If you have questions regarding eligibility for funding or required documentation, please contact cfardev@uw.edu.**

BEFORE APPLYING		
<input type="checkbox"/>	Verify <u>applicant</u> eligibility	Review the applicant section of our eligibility guidelines on the CFAR Trainee Support Grant webpage .
<input type="checkbox"/>	Verify <u>activity</u> eligibility	Review the activity section of our eligibility guidelines on the CFAR Trainee Support Grant webpage .
<input type="checkbox"/>	Are you a UW/FH CFAR Member? If not, have you applied for CFAR membership?	Applicant must be a UW/FH CFAR Member or have applied for CFAR membership at the time of TSG application submission. To apply, visit the CFAR Membership webpage and complete the membership form .
<input type="checkbox"/>	Is the proposed activity related to eHealth?	At least two TSGs this year will be awarded to applicants with a focus on eHealth, mHealth, or related technology. Please indicate whether you would like to be considered for this award on your application form.

ALL APPLICANTS MUST PROVIDE		
<input type="checkbox"/>	Proof of Commitment* <i>(*Required if applicant will not be responsible for providing matching funds.)</i>	If matching funds of at least 25% are sponsored by a mentor, department, or source other than the trainee, applicants must provide a copy of the sponsor's email or signed letter making the following attestation: <i>"I pledge \$[amount] of matching funds for a [year] UW/Fred Hutch CFAR Trainee Support Grant award for [applicant's name]. I would use [personal/project budget number] funds for the match. I understand that I am limited to sponsoring two TSG awards per calendar year."</i>

ACTIVITY-SPECIFIC DOCUMENTATION REQUIRED* (as applicable)		
<i>Manuscript Publication Charges</i>		
<input type="checkbox"/>	Proof of manuscript acceptance	Manuscript publication charges are eligible only if the manuscript has been accepted.
<i>Scientific Conference/Meeting Participation</i>		
<input type="checkbox"/>	Proof of abstract acceptance for oral or poster presentation	Scientific conference participation expenses are only eligible if the applicant has been selected to give a poster or oral presentation by the time of TSG submission.
<i>Other Events, Workshops, and Training Opportunities</i>		
<input type="checkbox"/>	Brochure, flyer, or web address for event	A brochure, flyer, and/or web address must be provided for all other events, training opportunities, or workshops – excluding major HIV/AIDS meetings – that serve to foster collaborations, provide educational opportunities, or advance research dissemination.

**Please be prepared to provide additional information about the proposed activity or event upon request.*