**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***](mailto:cfardev@uw.edu)***.***

|  |  |  |
| --- | --- | --- |
| **BEFORE APPYLING** | | |
|  | Verify applicant eligibility | Review the applicant section of our eligibility guidelines on the [CFAR Trainee Support Grant webpage](https://depts.washington.edu/cfar/find-funding/trainee-support-grants). |
|  | Verify activityeligibility | Review the activity section of our eligibility guidelines on the [CFAR Trainee Support Grant webpage](https://depts.washington.edu/cfar/find-funding/trainee-support-grants).  \**Please note that the* [*GSA Fly America Act*](https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act) *mandates the use of* [*U.S. certificated air carriers*](https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list) *for federally funded international travel. If your TSG request includes international airfare, your flights must be booked in compliance with the Fly America Act or meet an eligible* [*exception*](https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act#:~:text=a%20foreign%20airline.-,Exceptions%20to%20the%20Fly%20America%20Act,-There%20are%20some)*.* |
|  | Are you a UW/Fred Hutch CFAR Member? If not, have you applied for CFAR membership? | Applicant must be a UW/Fred Hutch CFAR Member **or** have applied for CFAR membership at the time of TSG application submission. To apply, visit the [CFAR Membership webpage](https://depts.washington.edu/cfar/get-involved/cfar-membership) and complete the [membership form](https://app.smartsheet.com/b/form/68696b4286b541e1a7696ec01c1475d6). |
|  | 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** | | |
|  | Proof of Commitment\*  (\**Required if applicant will not be responsible for providing matching funds*.) | 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 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.”* |
|  | | |
| **ACTIVITY-SPECIFIC DOCUMENTATION REQUIRED\* (*as applicable*)** | | |
| *Manuscript Publication Charges* | | |
|  | Proof of manuscript acceptance | Manuscript publication charges are eligibleonly if the manuscript has been accepted. |
| *Scientific Conference/Meeting Participation* | | |
|  | Proof of abstract acceptance for oral or poster presentation | Scientific conference participation expenses are onlyeligible if the applicant has been selected to give a poster or oral presentation by the time of TSG submission. |
| *Other Events, Workshops, and Training Opportunities* | | |
|  | 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.*