



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 . <i>*Please note that the GSA Fly America Act mandates the use of U.S. certificated air carriers 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.</i>
<input type="checkbox"/>	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 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.*