# University of Washington School of Nursing


# Manual for RIFP Submission

Updated 01/2020

# Table of Contents

## RIFP Funds

The School of Nursing (SoN) Seattle campus has intramural funds for support of faculty research. The general objectives of the Research and Intramural Funding Program (RIFP) are to strengthen and enhance the research environment of the School of Nursing using funds and local decision making concerning the School's research mission, and to enable effective implementation and conduct of the faculty's research program.

### Awards

Awards of up to $20,000 may be made to support:

1. Pilot research that can be expected to lead to extramural support
2. Studies by new investigators
3. Continuation of research during temporary interruption of grant support
4. Up to $500 may be allocated for unexpected faculty research expenses (allocated by the Associate Dean for Research)

Faculty may apply for an additional $3,000 in funding for proposals that explicitly address a health issue reflective of diversity, equity, and inclusion (DEI).

### Dates

The Office for Nursing Research (ONR) issues a Call for Proposals three times each year. Deadlines for applications in 2019-2020 are:

- November 4 (funds available January)
- February 3 (funds available April)
- May 4 (funds available July)

Applications are due no later than 5 PM Pacific Time.

### Preparation

Early on in the application development, you should:
- Determine equipment and space needs, human/animal subjects, and investigator time commitment and discuss with your Department Chair.
- Discuss lab service needs with the ONR Lab Manager, Ernie Tolentino (etolenti@uw.edu).
- Review detailed instructions about content, formatting, and submission of applications available on the SoN Intranet under Research & Intramural Funding Program from the Research landing page.

The Office for Nursing Research also provides consultation services for proposal design, research methodology and application preparation questions. Please see "Planning your Application" for more details.

### Review

The Research and Intramural Funding Program Review Committee (RIFC) carry out a competitive review. The RIFC consists of faculty members from departments in the School of Nursing, appointed by the Faculty Council based on expressed interest and expertise. Ex-officio members include the Associate Dean for Research and a biostatistician from the

Office for Nursing Research. The proposal review is an abbreviated version of what often occurs for any federal or philanthropic grant review process. After the RIFC reviews and discusses each proposal, each RIFC member assigns an overall impact score based on the scientific merit of the proposed research. The Associate Dean for Research then provides the RIFP Executive Committee with the average overall impact rating for each proposal and reviewer comments.

**Funding**

The RIFP Executive Committee make funding decisions based on the priority rankings from the reviews for scientific merit and University policies that govern the allocation of such funds in a meeting chaired by the Associate Dean for Research. Additional consideration is given to:

1. Studies proposed by tenure-track faculty
2. Studies that have promise for leading to extramural funding (see research priority areas below)
3. Research for which extramural support is temporarily interrupted.

**Announcement**

The Associate Dean for Research notifies each applicant of decisions made by the RIFP Executive Committee in a letter sent approximately two weeks before funding availability. The RIFC reviewers' comments are included with the letter. If a proposal is not selected for funding, suggestions are offered for revision for possible reapplication. If a proposal is funded, information is provided regarding funded amount, important reporting dates, and assistance available for fiscal management of the grant.

**Assistance**

- The ONR manages budgets for RIFP funds by providing assistance for purchasing, subject payments, and other fiscal needs.
- Final Reports are due to the Office for Nursing Research six months after the closing date. A RedCap Final Report Survey will be sent to grantees upon grant completion.

## RIFP Eligibility, Funding & Award

RIFP funds are available only to faculty at the Seattle campus. Other funding (e.g., from Research Centers) may be available through the RIFP review process to faculty at the Bothell, Seattle and Tacoma campuses and at UW partner institutions.

Please refer to the specific requirements for each funding type as announced in the Call for Proposals.

**WHO may apply for RIFP Funds\*?**

- Seattle campus faculty with or without tenure
- Seattle campus research faculty and research scientists
- Seattle campus clinical assistant, associate or full professors
- Seattle campus postdoctoral scholars supported on SoN training grants or individual F32 awards, or who have accepted faculty positions within a SON department. Postdoctoral scholars should identify a faculty mentor who will work with them and/or be a co-investigator on the proposal. Postdocs should have at least one full year of training remaining, from the RIFP start date.

\*No applications accepted from anyone with an ACTIVE RIFP and only one RIFP will be awarded per PI per grant cycle. All previously awarded RIFP grants must be completed with a Final Report on file.

**WHAT is considered?**

- Research intended for and likely to result in a viable extramural proposal

**FUNDING decisions are based on**

- Priority rating from scientific review
- Resources available

**Funding Priorities**

1. Pilot research that can be expected to lead to extramural support of a more extended proposal
2. Proposals for research within the SoN priority areas:
    a. Health Equity
    b. Innovative Interventions
    c. Lifespan Health
    d. Symptom Science
3. Support of studies by new investigators
4. Unexpected research requirements and emergencies
5. Continuation of research during temporary interruption of grant support

**Maximum Award**

- $20,000 per research project
- $500 for unexpected faculty research expenses (allocated at the discretion of the ADR)
- $3,000 additional for DEI supplement

**Salary & Benefit Restrictions**

- Faculty/Primary Investigator: Salary/benefits allowed in summer only for a total of one month throughout a 3-year period. **Please note**: **List percent effort for all personnel regardless of whether salary is requested**.
- Research Faculty or others not on state salary may use funds for salary/benefits at any time

**Other Budget Restrictions**

- The Office of Sponsored Programs does not allow subcontracts on internal funding. Please check with your departmental fiscal staff to determine the best way to pay for outside services that would normally use a subcontract.
- Food and beverages are not allowed. Please check with your department to see if discretionary funds are available to cover these costs.
- Fiscal/clerical support is not allowed. The ONR provides budget management.

**Award Management**\*

- Spending Period: One Year from start date listed in the award letter
- Extension: To request an extension, complete the "11-Month Follow Up" RedCap Survey. You will be automatically directed to a No-Cost Extension Request. You can also e-mail Colie Pilling (npilling@uw.edu) to request an extension at any time. you must include the following information:
  - o Progress to date
  - o Reason for requesting the extension
  - o Length of additional time needed. Up to one additional year may be requested. No further extensions are allowed.
- Final Report: Due 6 months from the grant end date

\*Additional information on the management of the award can be found on the SoN Intranet under Research.

## Planning Your Application

**Department Time and Space**

Since research proposals require some commitment of time and department space by the investigator, you should discuss plans with your Department Chair early on in the application process. The Chair needs to know about new proposals in order to handle administrative clearances and teaching responsibilities in the Department and the School.

When notifying the Department Chair of your intent to apply, you must include an estimate of percent effort and the length of time needed to complete the project (usually one year). Please note that the Chair's signature is required on the cover page of the proposal.

**Research Space, Equipment, and Laboratory Services**

If requested resources involve the use of space outside the department or special equipment, contact the Associate Dean for Research who coordinates all such matters for the School of Nursing. It is the investigator's responsibility to check in advance for the availability of space and equipment in the event that funding is awarded. This should be done both for proposals that require new space and for proposals that extend the use of space currently being occupied. Ernie Tolentino (etolenti@uw.edu), Lab Manager, must be consulted for availability and pricing of lab services.

**Consultation Assistance**

The Office for Nursing Research offers consultation services for investigators planning to request intramural funding. To schedule consultations with methodologists use the ONR appointment system. You may also call the Office for Nursing Research @ 206-685-0114 or email onrhelp@uw.edu for:

- Statistical and design consultation
- Proposal design
- Application preparation advice

The Associate Dean for Research is available for consultation and guidance to investigators from the initial planning phase through preparation for final submission.

**Human/Animal Subjects**

If human subjects are part of the research design, determine type of human subjects review required and submit an application to the UW Human Subjects Division. You may also be required to have departmental review of human subject applications. If the proposed research involves the use of laboratory animals, submit an application to the UW Animal Care Committee.

The submission of a Human/Animal Subject application is not required at the time of your RIFP application submission. However, the anticipated submission date and approval of the Human/Animal Subjects application must be explicit in the application timetable. These dates need to be consistent with the dates provided for data collection.

The Human/Animal Subjects Office provides an objective rigorous review of human/animal subjects' applications and maintains high standards for safeguarding the rights of subjects. Thus, the RIFC may defer this critique function to the review

mechanism set up by the Human/Animal Subjects Office.

Please send an electronic copy of the approved Human Subject form to onrhelp@uw.edu.

**Payment of Human Subjects**

NOTE: If you intend to pay Research Subjects with funds from your Intramural Grant, you should answer YES to Item G, Confidentiality of Research Data, Question 1, in the HUMAN SUBJECTS APPLICATION form. Use the following information to explain why it is necessary, and to plan your process for subject recruitment and payment.

The Office for Nursing Research does not maintain petty cash for the purposes of paying Research Subjects from the Intramural Funds. No reimbursement for Subject Payment will be made to faculty who pay subjects directly. Please contact the Office for Nursing Research for assistance with purchasing gift cards. Office for Nursing Research (ONR) will provide instructions for ordering Tango Cards through ARIBA. More information about payments to research subjects can be found at https://finance.uw.edu/ps/how-pay/research-subjects

The PI/department are responsible for tracking human subject payments.

## Preparing Your Reapplication

Meet with the Associate Dean for Research to discuss the Research and Intramural Funding Program Review Committee (RIFC) reviewers' comments regarding your original application. The ADR is available to provide feedback about the critiques and guidance in making changes based on those critiques. If you need further assistance in addressing design or methodology changes suggested by the RIFC, call the Office for Nursing Research @ 206- 685-7322 or email [onrhelp@uw.edu](mailto:onrhelp@uw.edu) to make an appointment.

As part of your reapplication package, include a summary cover letter that responds to the changes requested in the critiques. The letter should be the second page of your proposal. Indicate changes in the body of the application by change bars or font style.

## Application & Review Process

**RIFP**
- Applications for Research and Intramural Funding Program (RIFP) are submitted according to the RIFP schedule included in this manual.
- Applications are reviewed for scientific merit by the Research and Intramural Funding Program Review Committee (RIFC).
- Funding decisions are made by the RIFP Executive Committee.
- Management of RIFP grants is provided by the Office for Nursing Research or the deTornyay Center.

**Other SON Funding Opportunities**
- Applications for School of Nursing Funding from other sources that may be announced as part of the Call for RIFP Proposals also are submitted according to the RIFP schedule posted
- Applications are reviewed for scientific merit by the RIFC
- Funding decisions and management of the grants are the responsibility of the Center or Department providing the funds.

**Purpose, Eligibility and Award Amount May Differ**

The purpose, eligibility, and award amount of RIFP grants and other SON grants may differ. Please refer to the specific requirements for each funding type announced in the Call for RIFP Proposals.

**Application Process is the same except for the number of copies**

The application process for RIFP grants and other SON grants announced in the Call for RIFP Proposals is the same with regard to application dates, location, elements, and formatting. For complete instructions, please refer to the following:

- Application Content & Format Document
- Application Deadline & Copies Document
- Templates (for Cover, Budget, and each category of the application)

**Review Process**
The RIFC carries out a competitive review of proposals submitted for intramural funding.

**Reviewers**

The Research and Intramural Funding Program Review Committee (RIFC) consists of faculty members from departments in the School of Nursing, appointed by the Faculty Council based on expressed interest and expertise. Ex-officio members include the Associate Dean for Research and a statistician from the Office for Nursing Research. Applications are made available to all members of the RIFC electronically for general review. The RIFC Chair and the Associate Dean for Research assign primary and secondary reviewers to each proposal based on the alignment of the proposal with reviewer expertise. Primary and secondary reviewers remain anonymous to the applicants. Applicants are not to contact members of the RIFC regarding their reviews, and reviewers may not contact investigators about their applications prior to or after the review process.

**Critiques**

The information used for the scientific review is an abbreviated version of information required for NIH reviews. RIFC members use these guidelines when scoring each of the individual criteria below and writing their critiques:

*Overall Impact:* Considering all of the review criteria, what is the overall impact of the project in terms of its likelihood to enable the faculty's research program (e.g., result in a viable extramural proposal). What are the major strengths and weaknesses of the application that affect its impact? The overall impact is based on all review criteria, but the application does not need to be strong in all categories to be judged likely to have a high overall impact.

*Significance:* Does the project address an important problem or critical barrier to progress in the field? Assuming that the aims of the project are achieved, how will the project contribute to scientific knowledge, technical capability, nursing theory, and/or improvements in health care and nursing practice? Does the proposal address ways in which the project will contribute to significant change in conceptualization, methodology, technology, intervention or treatment within the field of research?

*Investigator(s):* Are the PIs, collaborators, and other researchers well suited to carry out the proposed project? If investigators are in the early stages of independent research careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s) of study? If the project is collaborative or multi-PI, do the PIs have complementary and integrated expertise?

*Innovation:* Does the application challenge or seek to shift research or clinical practice paradigms by utilizing novel theoretical concepts/frameworks, approaches or methodologies, instrumentation, or interventions? Does the proposed research offer refinements and/or advantages over existing approaches, methodologies, measurement or interventions?

*Approach:* Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific project aims? Are strategies for collecting, analyzing, and interpreting data, as well as potential problems or limitations addressed? Are arrangements for the protection of human subjects or animals appropriate?

*Environment:* Will the scientific environment in which the work will be done contribute to the probability of success? Are appropriate collaborative arrangements, departmental support, equipment, and other physical resources available and adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

*Diversity, Equity & Inclusion Supplement:* Does the proposal clearly articulate how the project addresses an important health-related problem in the context of diversity, equity and inclusion?  How does the project relate to impact an issue relevant to an underserved, underrepresented population, health equity, or health inequality?  Does the project challenge and seek to shift current research or practice towards the betterment of diversity, equity and inclusion by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions?  Do the methods include strategies that demonstrate respect and value for cultural considerations of the population(s) of interest?

*Budget:* Is the budget and the requested period of support fully justified and reasonable in relation to the proposed research? This criterion is not scored. Written critiques of each application are distributed to committee members before the meeting, and become part of the feedback provided to the applicant.

## RIFC Meeting

Prior to the meeting, the RIFC Chair randomly assigns a review order. During the meeting, the primary and secondary reviewers state initial scores and present an oral summary of their written critiques. A Biostatistician will then provide additional review before opening the floor for Committee discussion. Other Committee members follow with their oral critiques and comments. Once the discussion portion is over, RIFC members revise scoring as necessary and voting commences. All paper ballots are returned to the Biostatistician for tallying after the meeting. RIFC reviewers repeat this process for the DEI scoring. The RIFC then reviews the budget and notes any concerns to include with the reviewer's comments. The Committee repeats this process with the next application until all proposal reviews are complete.

## Impact Scores

The Associate Dean and a Biostatistician from the Office for Nursing Research attend these meetings and, if requested, may provide clarification on the proposal. Neither the Associate Dean nor the Biostatistician participates in the decision-making process or the vote. Each reviewer rates the overall impact of applications numerically from 1 to 9 (no decimals), based on the likelihood that the proposed research will enable the effective implementation and conduct of the faculty's research program (e.g., result in a viable extramural proposal):

| Score | Descriptor | Additional Guidance on Strengths/Weaknesses |
|:-----:|:----------:|:--------------------------------------------|
| 1 | Exceptional | Exceptionally strong with essentially no weaknesses |
| 2 | Outstanding | Extremely strong with negligible weaknesses |
| 3 | Excellent | Very Strong with only some minor weaknesses |
| 4 | Very good | Strong but with numerous minor weaknesses |
| 5 | Good | Strong but with at least one moderate weakness |
| 6 | Satisfactory | Some strengths but also some moderate weaknesses |
| 7 | Fair | Some strengths but with at least one major weakness |
| 8 | Marginal | A few strengths and a few major weaknesses |
| 9 | Poor | Very few strengths and numerous major weaknesses |
| **Minor Weakness:** An easily addressable weakness that does not substantially lessen impact | | |
| **Moderate Weakness:** A weakness that lessens impact | | |
| **Major Weakness:** A weakens that severely limits impact | | |

Following the RIFC meeting, RIFC members will make any revisions necessary to their reviews and provide their final reviews (whether revised or not) to the RIFC Chair and Associate Dean for Research (via the Final Review folder on Dropbox). These final reviews are due no later than 5 pm PT the following Wednesday.

The Biostatistician calculates a confidential final overall impact score and a separate DEI score, if applicable, for each application by averaging all of the scores from all eligible review panel members (to one decimal point) and multiplying the average by ten. Thus, the final overall impact scores can range from 10-90. The Associate Dean for Research provides the final overall impact scores to the RIFP Executive Committee for funding consideration.

**Impact Scoring**:

|  | **Score** |
|---|---|
| High Impact | 1 – 3 |
| Moderate Impact | 4 – 6 |
| Low Impact | 7 – 9 |

## Application Content & Format

**SON Required Application Content** (see below for additional details)

1. Cover Page
2. Reapplication Cover Letter (if applicable)
3. Specific Aims and Research Strategy
4. Timetable
5. Budget and Budget Justification
6. References
7. Five-page NIH biosketches for PI and all Co-investigators
8. Letters of support (specific guidance below)

**Optional Application Content**

1. Instruments

2. Other Materials

**Format**

- 0.75 inch Margins on all sides. Biosketches may use 0.5 inches margins on all sides to remain consistent with NIH grant submissions.
- Font Style: Arial, 11-points or larger. Smaller text in tables is acceptable, as long as it is legible when the page is viewed at 100%.
- Avoid paragraph separators.
- Leave Headers blank, page numbers are not required.
- If you have been tracking your changes in word while creating the document, save document with "Changes Accepted" before submitting
- Submit as one document saved as a PDF using the following naming convention:
  - PI Last Name RIFPYYMM. (Ex: DoeRIFP0711)

**REQUIRED Content**

1. **Cover Page** (Limit 1 page)

   - Title of Proposal
   - Abstract (no more than 13 lines)
   - Brief explanation of how proposed study will lead to extramural funding
   - Identification of SON research priority area that proposal addresses
   - Notation of interest in consideration for funding related to other funding sources mentioned in the call for applications (e.g., Center funding)
   - Investigator Names and Credentials
   - Complete contact information (Mailing address, email, telephone)
   - Signature of Primary Investigator and Department Chair (Allow 2-3 days for chair review and signature)

2. **Reapplication** (Limit one page)

   - Include summary responding to changes requested in critiques
   - Place as second page of proposal
   - Indicate changes in proposal using brackets or by changing font style to italic.

3. **Specific Aims, Research strategy** (Limit 5 pages total)

     **Specific Aims**
     Objectives of the proposed research

     **Research Strategy**
     (Include any information on preliminary studies as part of the Research Strategy, keeping within the three sections listed below):

   i.    *Significance:* Provide a concise rationale and theoretical background for the proposed study that explains the importance of the problem, scientific premise and any critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will contribute to generating new scientific knowledge, technical capability, nursing theory, and/or practice.

   ii.   *Innovation:* Explain how the study challenges or seeks to shift current research or clinical practice. Describe any novel, refined, or improved theoretical concepts, approaches or methodologies, instrumentation, or interventions. Address why this research offers advantages over existing conceptualizations, models, methodologies, instrumentation, and/or interventions.

   iii.  *Approach:* Describe the overall strategy/design, methodology, and analyses to be used to accomplish the specific aims. Include how the data will be collected, analyzed, and interpreted, the consideration of sex as biological variable, as well as potential problems, strategies being used to establish feasibility. This section should also include a statement regarding arrangements for protection of human/animal subjects.

4. **Timetable** (Limit 1 page)

   Include a timetable for development of the work into a proposal for extramural funding, or completion of study without extramural funding

5. **Budget**

   - Provide a budget page including budget justification
   - Do not change the size of the budget table
   - Justification is limited to 1 page
   - Budgets may not exceed $20,000. If awarded a DEI supplement, you will be asked to submit a revised budget upon award notification.

6. **References** (Limit 2 pages)

7. **Biosketches of Principal Investigator/Co-Investigator(s)/Consultants** (Limit 5 pages each)

   Use the same format required for NIH grant submissions – all sections filled out including a personal statement to the grant.

8. Letters of support are required for anyone donating time to the grant project. Letters of support are required from all recruitment sites, even if recruitment will not begin until the project is underway.

**OPTIONAL Content**

- Instruments. Must be in Appendix. Provide sample, not entire instrument
- Additional material considered vital to the proposal must be in Appendix.

**Avoid lengthy appendices.** The proposal should essentially stand on its own.

## Application Address, Copies & Deadline

One electronic copy of your proposal with electronic signatures of the PI and Department Chair on the cover page is required.

The PI may instead submit one (1) unsigned electronic copy (PDF) as an attachment to the RedCap RIFP Submission Survey link and one (1) original signed paper cover page to:

> Office for Nursing Research, School of Nursing Attn: RIFP Applications Room T652 HSB, 1959 NE Pacific St Box 357260, University of Washington Seattle, WA 98195

**Applications must be received by 5:00 PM Pacific Time on the deadline date posted in the Call for RIFP Proposals.**

**Electronic copies (one file)**

Submit an electronic application through the RedCAP RIFP Submission Survey. (https://redcap.iths.org/surveys/?s=XFKJXMK4R7)

Electronic file must be received by 5:00 PM Pacific Time on the deadline date posted in the Call for RIFP Proposals.

Electronic file should include all required items and all appendices in <u>one file</u>.

File name should follow the following naming convention: PI Last Name/RIFP/YY/MM
*Ex: SmithRIFP0711*

To avoid excessively large files, please create your pdf files directly from MS Word (or other word processor) and do not scan the entire application.

**About your file**

The Office for Nursing Research will not edit, correct, or reformat your application once you have submitted. Please request any assistance you may need @ 206-685-7322 or onrhelp@uw.edu well in advance of the application deadline.

**Templates**

Please use the templates provided. These templates are set with correct margins and font sizes. Do not alter settings. Margins .75, Font Arial 11 pt. regular Proposals not using these settings will be returned.

## Checklist of Requirements for RIFP Applications

The following items will be checked when an application is received in the Office for Nursing Research. Any application not meeting these requirements will not be considered for review.

**Format and Contents**

- ☐ Have you completed your project for any previously awarded intramural grants?
- ☐ Have you submitted your FINAL REPORT for all completed intramural grants?
- ☐ Do you have a 1-page cover page?
  - ○ Does your cover page contain the Title, Abstract, Investigators, Credentials, and contact information?
  - ○ Is the Abstract 13 lines or fewer?
  - ○ Did you include a brief explanation on how the proposed study will lead to extramural funding?
  - ○ How does this proposal address a SON research priority area?
  - ○ Does your cover page have your signature as PI and the signature of your Department Chair?
- ☐ If a Reapplication, did you include a cover letter responding to the changes requested in the critiques?
  - ○ Is your Reapplication Cover Letter limited to 1 page?
  - ○ Are changes in the body of the proposal indicated by change bars or font style?
- ☐ Do your Aims and Research Strategy total 5 pages or less?
  - ○ Does your proposal contain your Specific Aims, that is, the objectives of your proposed research?
  - ○ Do you discuss the significance of your proposed study and show that the application addresses a critical issue in the progress of Nursing practice and/or research?
  - ○ Do you present your theoretical background with literature review and discuss how it seeks to change current thought, the scientific premise and add to the body of research?
  - ○ Do you show how this study fits your overall research plan and contributes to nursing theory and practice?
  - ○ Do you explain your methods and plan for analysis of data to be collected?
  - ○ Do you include a statement regarding arrangements for protection of human/animal subjects?
- ☐ Do you include a timetable for development of the work into a proposal for extramural funding, or completion of a study without extramural funding?
  - ○ Is your Timetable limited to 1 page?
- ☐ Do you include a budget page and budget justification page?
  - ○ Are your Budget and Justification limited to 1 page?
- ☐ Do you include references?
  - ○ Are the References limited to 2 pages?

- □ Do you include Biosketches (not CV's) of the Principal Investigator and all Co-Investigators?
  - o Are the Biosketches limited to 5 pages each?

Have you included LOS as applicable?

- □ Can your proposal stand without additional appendix materials?
  - o If you included Instruments in your proposal, did you put them in the Appendix?
  - o If you included additional material you consider vital to understanding the proposal, did you put it in the Appendix?
- □ Are your pages in this order – Cover Page, Reapplication Cover Letter (if Reapplication), Aims, Research Strategy (Significance, Innovation, Approach), Timetable, Budget & Justification, References, Biosketches, Appendices?
  - o Is your font Arial 11 pt regular?
  - o Is your margin .75 on each side, top and bottom?
  - o Did you use the Template Pages provided?
  - o Will you submit 1 signed electronic copy of your proposal and appendices IN ONE FILE via RedCap Survey or an unsigned PDF and the original signed copy of the cover page before 5 PM Pacific Time (Daylight or Standard, in effect) on the deadline date?

If you answered yes to all questions above, you are ready to submit your application.