**University of Toronto COVID-19 Action Initiative – Application Checklist**

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| **Section** | **Page Limit** | **Notes** |
| Executive Summary | ½ page |  |
| Research Plan & Objectives | 4 pages | *Describe the research approach and activities to achieve and yield successful translation of the project objectives* |
| Project Milestones | 1 page | *List key milestones for the project, describe how they will be achieved, and key project dates in table provided* |
| Near-Term Impact on Individuals, Communities and/or Public Health Systems | 1 page | *Describe how this project will have near-term (one to 12-month timeline) results with strong potential to positively impact individuals, communities and/or public health systems* |
| Core Team and Collaborators | 200 words per team member | *Describe the expertise of core team members and collaborators, how they will contribute to project success and are uniquely positioned to conduct this research* |
| Budget Table |  | Up to $500K – 1 year |
| Partner Contributions | ½ page | *\*List cash and/or in-kind partner contributions (if any) that will support the project,* ***½ page maximum****. Note: cash and/or in-kind support from partners are welcome but not required* |
| Budget Justification | 1 page | Provide justification for budget items. Explain how you are positioned to conduct this research and/or to provide this service in a cost-effective manner |
| References | 1 page |  |
| CVs – CIHR Biosketch format |  | Required for lead applicant, optional but encouraged for team members  |
| Letters of Support/Email Confirmation |  | Confirmation of project participation from collaborators and community partners. Can be an LOS or a brief email. |