Institute for Global Health
NORTHWESTERN UNIVERSITY FEINBERG SCHOOL OF MEDICINE

Global Health Research Catalyzer and Project Award Application Materials Checklist

To complete this application, you will need to be prepared to upload the following materials:

1. Principal Investigator information

- Name - Must be NU Faculty. Must be member of Institute for Global Health
- Title at Northwestern
- Email address
- Department/Division
- School
- **Name of International Partner PI or Co-PI**

2. Abstract (500 words max)

3. Research plan (PDF format required, up to 6 pages)

- Aims - what are the 2-3 questions your project is designed to answer
- Background/significance - brief review of the evidence and why this work is needed
- Innovation
- Approach - study design, data (quantitative/qualitative), how you will collect and analyze data, and any needed power or sample size
- Timeline and anticipated challenges
- Track record of collaboration with partner institution

4. Budget (PDF or Excel format)

Budget may include the following direct expense categories: salary, fringe benefits, medical & lab supplies, equipment, travel, meeting expenses, IRB expenses, patient incentives, laboratory services, books, conference fees, publication expenses. Unallowable expenses include computers and F&A to Northwestern.

5. Budget justification (PDF format required)

6. IRB determination or plans for IRB determination (PDF format required)

If the study involves human subjects research, include IRB determination.

7. Letters of support (2 required, up to 5. Combined as 1 PDF file)

One from your Department Chair and/or Division Chief and another institutional letter of support from the LMIC partner. Maximum of five letters.
It is required that an institutional letter of support come from the LMIC institution where the research will be conducted as well as from the NU PI's division chief and/or department chair.

For any education related projects, a letter of support should be included from the **Center for Global Health Education** leadership. Please email your request to Sara Caudillo (**sara.caudillo@northwestern.edu**) 1-month prior to application deadline.

8. Up to five NIH style biosketches or curriculum vitae for key personnel (combined as 1 PDF file)

If the applicant does not have a biosketch then a CV is acceptable