Public Health Services and Systems Research: Building Evidence for Decision Making

Eligibility & Dissemination *

* Indicates required

Review and respond to the following.

1. Eligibility *

   - Applicant organizations must be either:
     - A nonprofit tax-exempt under Section 501(c)(3) of the Internal Revenue Code
     - A governmental entity
   - Applicant organizations must be based in the U.S. or its territories.
   - Grant funds may not be used to subsidize individuals for the costs of their health care, to support clinical trials of unapproved drugs or devices, to construct or renovate facilities, for lobbying, or as a substitute for funds currently being used to support similar activities
   - If awarded a grant, applicants must be able to begin on September 1, 2012.

   Do you meet the eligibility criteria?

   ◯ Yes
   ◯ No

2. Dissemination *

   Research funded by this solicitation will produce evidence that is urgently needed to inform public health practice and policy decisions on strategies to improve quality, efficiency and equity in public health practice. For that reason, there is particular emphasis on the early translation and dissemination of project findings. *I understand all project findings must be released within twelve months of completion of the grant.*

   I have read the dissemination statement and I:

   ◯ Accept
   ◯ Do not accept

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Public Health Services and Systems Research: Building Evidence for Decision Making

Applicant Organization and Tax Verification *

* Indicates required

Provide the following information about the applicant organization. **Include the formal legal name of the organization that, if awarded, will receive grant funds.**

Note: If the Applicant Organization is a college or university, include the appropriate School, Department or Unit.

Organization *

Department

Unit

Address *

Address (line 2)

City *

Country

State / Territory *

Zip Code + 4-digit extension *

Phone Number * Phone Extn

Fax Number

Website

1. Org Tax ID - (EIN)
2. Is the applicant organization tax-exempt under section 501(c)(3) of the Internal Revenue Code, or a state university, or a governmental entity? *

   ◯ Yes ◯ No
3. Is the applicant organization a private foundation, or a Type III supporting organization? *

   ◯ Yes ◯ No

   NOTE: Preference is given to tax-exempt organizations that are not private foundations or Type III supporting organizations. The Foundation may require additional documentation.

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Public Health Services and Systems Research: Building Evidence for Decision Making

Key Contacts *

* Indicates required

- To save your partially completed page, scroll to the bottom of this page and select "Save, continue editing" or "Save, return home."
- Use the "Copy feature" to copy completed organizational and address information to a new contact. Choose a role from the drop-down menu and select the "Copy" button.
- If the Key Contact Organization is a college or university, include the appropriate School, Department or Unit.

Project Director/Principal Investigator *

This is the person with the responsibility for carrying out the project. This person will be the primary recipient of all key Foundation correspondence: copy of award notice, post-award financial and monitoring and grant closure correspondence.

E-mail *

Confirm E-mail *

Prefix *

First Name *

Middle Name

Last Name *

Suffix

Degree(s)

Organization *

Position *

School/Department/Unit

Address *

Address (line 2)

City *

Country

State / Territory *

Zip or Postal Code *

Office Phone Number *

Phone Extn

Cell Phone Number

Fax Number

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Co-Project Director/Principal Investigator

If applicable, provide the following information for the co-project director/principal investigator who will share responsibility for this project.

E-mail *

Confirm E-mail *

Prefix *

First Name *

Middle Name

Last Name *

Suffix

Degree(s)

Organization *

Position *

School/Department/Unit

Address *

Address (line 2)

City *

Country

State / Territory *

Zip or Postal Code *

Office Phone Number *

Phone Extn

Cell Phone Number

Fax Number

Financial Officer *

This is the person who will receive all payments for this award.

E-mail *

Confirm E-mail *

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Prefix *

First Name *

Middle Name

Last Name *

Suffix

Degree(s)

Organization *

Position *

School/Department/Unit

Address *

Address (line 2)

City *

Country

State / Territory *

Zip or Postal Code *

Office Phone Number * Phone Extn

Cell Phone Number

Fax Number

Authorized Official *

This is the person who receives the Letter of Agreement for a project and whom the applicant organization has designated as being authorized to sign contracts on behalf of the organization. This person will receive a copy of the award notice.

E-mail *

Confirm E-mail *

Prefix *

First Name *

Middle Name

Last Name *

Suffix

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Degree(s)

Organization *

Position *

School/Department/Unit

Address *

Address (line 2)

City *

Country

State / Territory *

Zip or Postal Code *

Office Phone Number *

Phone Extn

Cell Phone Number

Fax Number

Highest Ranking Official *

This person is generally the highest ranking individual of the applicant organization (e.g., CEO, president, chancellor or similar officer). The award notice is addressed to this person.

E-mail *

Confirm E-mail *

Prefix *

First Name *

Middle Name

Last Name *

Suffix

Degree(s)

Organization *

Position *

School/Department/Unit

Address *

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Address (line 2)

City *

Country

State / Territory *

Zip or Postal Code *

Office Phone Number *

Phone Extn

Cell Phone Number

Fax Number

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Public Health Services and Systems Research: Building Evidence for Decision Making

Project Title & Summary *

* Indicates required

Provide the following information specific to the proposed project.

- Project title (maximum 150 characters)
- Requested amount (up to $200,000)
- Duration (up to 24 months)
- Project summary (maximum 2,000 characters)

Project Title *

Requested amount $ *

Start Date 9/1/2012

Duration * months

Project Summary *

Briefly summarize your proposed project in no more than one paragraph of 2,000 characters including spaces.

This summary should specify:

- Project purpose, ideally in the first sentence
- Research question(s) and methodology
- Project deliverables
- Partnerships to implement the proposed research project (if any)
- Target population, policy and practice relevance

Length not to exceed 2,000 characters – including spaces. (less than 1/2 page)

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Public Health Services and Systems Research: Building Evidence for Decision Making

Priority Area *

* Indicates required

1. While projects may cover elements of more than one area, choose the priority area which best characterizes the proposed research project: *
   - ◯ Organization and Governance
   - ◯ Financing and Resource Allocation
   - ◯ Staffing and Develery Models

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Public Health Services and Systems Research: Building Evidence for Decision Making

Project Proposal Narrative *

* Indicates required

To Begin
Download the template shown below. Follow the instructions included on the template. Upload the completed template by selecting the "Upload document" button in the Uploaded Documents column.

To Upload
To maintain the original formatting, **you must convert your document(s) to the PDF format prior to uploading**. For additional information, refer to Troubleshooting Tips link to the left.

Description	Templates	Uploaded Documents
Project Proposal Narrative * Download the Project Proposal Narrative Template to the right. Follow the instructions included in the template to complete and upload. Help for converting to a PDF document is available in the Troubleshooting Tips located in the Reference section to the left.	Project Proposal Narrative	

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Public Health Services and Systems Research: Building Evidence for Decision Making

Budget Worksheet *

* Indicates required

Enter budget information in the section below. If additional budget periods are needed, select "Add" to the right (**maximum of two**). Refer to the Glossary & Instructions section of the Budget Preparation Guidelines (see link to the left) for complete instructions on the following categories.

• **Budget Period** • **Personnel** • **Other Direct Costs** • **Purchased Services** • **Indirect Costs**	**Additional Instructions**: **Travel:** Applicants should budget for travel expenses for up to two people to attend two meetings per year including the Keeneland Conference (or a total of four meetings over the course of a 24-month project). During the first budget period, grantees may be asked to use their travel budget to attend an in-person grantee meeting. The grantee meeting for the second year will be held in conjunction with the Keeneland conference. See the Budget Preparation Guidelines for specific guidance on budgeting for travel expenses. **Indirect Costs**: Indirect costs should be included in the total grant amount i.e. no award will be over $200,000. See the Budget Preparation Guidelines for specific indirect cost rates and instructions.

From the Project Title & Summary section

Start Date	Duration	End Date	Project Total

Requested Budget

	Period 1 Duration* 12 months	Total
Personnel		
Other Direct Costs		
Purchased Services		
Indirect Costs		
Total		

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Public Health Services and Systems Research: Building Evidence for Decision Making

Budget Narrative *

* Indicates required

To Begin

Download the template shown below. Follow the instructions included on the template. Upload the completed template by selecting the "Upload document" button in the Uploaded Documents column.

To Upload

To maintain the original formatting, **you must convert your document(s) to the PDF format prior to uploading**. For additional information, refer to Troubleshooting Tips link to the left.

Description	Templates	Uploaded Documents
Budget Narrative * For additional information, review the Budget Preparation Guidelines.	Budget Narrative	

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Public Health Services and Systems Research: Building Evidence for Decision Making

Additional Documents *

* Indicates required

To Begin
Download the template shown below. Follow the instructions included on the template. Upload the completed template by selecting the "Upload document" button in the Uploaded Documents column.

To Upload
To maintain the original formatting, **you must convert your document(s) to the PDF format prior to uploading**. For additional information, refer to Troubleshooting Tips link to the left.

Description	Templates	Uploaded Documents
Resumes * Include information on education, professional experience, years in public health research, publications and funded and unfunded research. You may upload a separate brief resume for the principal investigator, co-principal investigator (if applicable) and other key team members. Team members need not be limited to staff at the applicant organization. **Maximum of five (5) two-page resumes.**	Resume Instructions	
Letter(s) of Support * At least one (1) letter of support is required. You may upload more than one letter by selecting "Upload document" after you have uploaded your first letter. **Maximum of six (6) one-page letters.**	LOS Instructions	
Project Timeline * Prepare a timeline of major tasks and milestones for your proposed project. Your timeline should cover the entire duration of your project (up to 24 months). **Maximum of two pages.**	Project Timeline	

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Public Health Services and Systems Research: *Building Evidence for Decision Making*
Full Proposal
Narrative Template

Instructions for using this template.
This template is to be used to provide your proposal narrative.
You should:

- Print this template in its entirety before you begin, so you have the instructions available at all times.
- Complete the **Identifying Information** shown below this block of instructions.
- Complete the **Proposal Narrative** shown below (maximum of 15 pages single spaced). **Include the following in the appropriate sections of the template:**

Proposal Narrative Instructions

BACKGROUND AND SIGNIFICANCE (Suggested length: six pages.)
Identify the specific research question(s) you propose to study. This section should clearly describe:

- How the proposal addresses one of the three priority areas set out in the call for proposals.
- The significance of the research questions and how the ongoing, naturally occurring, or imminently approaching changes and/or innovations are hypothesized to have significant effects on public health practice and population health. In order to demonstrate significance, it is necessary to:
  - Provide a review of the existing evidence on the topic, including peer-reviewed literature.
  - Explain in detail the theoretical framework that guides the study and the existing evidence on which you are building.
- The specific aims and potential impact of the study.
  - Clearly state the specific research goals, hypotheses, and expected results of the proposed study.
  - Identify which questions within the PHSSR Research Agenda guide your stated project aims.
  - Describe how this study has potential to influence public health policy or practice decision making beyond the community included in the proposed study.
  - Describe how findings will contribute to the PHSSR evidence-base
  - Demonstrate how the research questions are drawn from practice experience and based on input from practitioners

METHODS, MEASURES, AND ANALYSIS (Suggested length: five pages.)
Describe in detail your plans for research and analysis. This section should address the following topics:

Research Design:

- Describe your hypotheses or research questions and how you will test or answer them.
- Outline the study design, including a detailed description of the population(s) you will study, sampling strategy, plans for comparison groups (if applicable) and any significant methodological or ethical issues to be overcome.
- Identify strengths and limitations of the natural experiment research design to yield evidence that will allow strong causal inferences about the impact of organization, financing, and/or delivery systems change.

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- If relevant, identify innovations in conducting public health services and systems research in practice settings.

Measures:

- Identify your outcome measures and key independent variables and explain why they are valid. Explain how you will assure the quality of the data and validity of interpretations. If your project proposes primary data collection, describe how you will collect the data and present the data management plan. Also be sure to explain any special considerations related to human subject research, if appropriate.
- If your study includes analysis of secondary data, please discuss your plans for drawing upon existing data and how such data can reliably inform your analysis.

Analysis:

- Specify hypotheses *a priori*
- Explain in detail how you will analyze the data.
- For quantitative research, specify statistical tests and approaches to be used; provide power calculations where appropriate.
- For qualitative research, specify any coding schemes to be used, where appropriate.
- Address whether the data is being collected to be used in empirical research beyond this study, and, if so, how it will be made available in a form that is useful to other researchers.

Limitations: Highlight the important limitations of the measures, methods, and analytic approach.

PARTNERSHIPS & COLLABORATION (Suggested length: two pages.)
Please describe any partnerships used to implement the proposed research project and the role these partners will play. Demonstrate any collaboration across disciplines or sectors. Please also address project team experience and qualifications for conducting the proposed project, the roles and responsibilities of key personnel, and the time commitment of the participants in relation to the proposed tasks.

TRANSLATION AND DISSEMINATION OF FINDINGS (Suggested length: two pages.)
Provide detailed plans for the translation of research findings into practical applications and the tailored dissemination of these findings to inform public health practice and policy. Plans should also include strategies for targeting non-research audiences. Plans for resource sharing and for evaluation of the dissemination strategy are strongly encouraged. *Projects that propose peer-reviewed publications as the sole deliverable will not be considered for funding.*

- Complete the **References** section that follows the Narrative section (maximum of 3 pages).
- Delete this block of instructions.
- **Save your final Full Proposal Narrative Template in PDF format.** *Refer to the online Applicant Guide, Upload a Document section (see link on left navigation bar) for more information on uploading your PDF file. Refer to Troubleshooting Tips (see link on left navigation bar) for additional information on converting your document to PDF format.*
- Upload the PDF file to the Project Proposal Narrative section of the online system.

NOTES:

- The Proposal Narrative section is limited to 15 pages.

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- The References section is limited to 3 pages. The References do not count towards the 15 page limit for the Proposal Narrative.
- You will not be able to upload a document that is greater than 18 pages.
- **Do not adjust the margins, headings or font style/size of this template. (already set to Arial 11)**
- No hardcopy materials will be accepted as part of your online submission.

Don't forget…delete this block of instructions before uploading this template.

Identifying Information
Project Title: (your project title goes here)
Proposal I.D.: (your proposal ID goes here—found in the upper right corner of any screen in this online system)
Applicant Name: (your Principal Investigator's name goes here)
Legal Name of Applicant Organization: (Legal Name of Applicant Organization goes here)

PROPOSAL NARRATIVE

Background and Significance

(Your background and significance goes here. Suggested length for this section is six pages.)

Methods, Measures, and Analysis

(Your methods, measures and analysis goes here. Suggested length for this section is five pages.)

Partnerships & Collaboration

(Your partnerships & collaboration goes here. Suggested length for this section is two pages.)

Translation and Dissemination of Findings

(Your translation and dissemination of findings goes here. Suggested length for this section is two pages.)

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REFERENCES

Note: References **do not** count towards the 15 page limit of your Proposal Narrative. Do not exceed 3 pages for references.

Use APA style (http://apastyle.apa.org/) for citing research and creating your list of cited references. List your references single-spaced, with a double space between each reference.

Don't forget…delete this block of instructions before uploading this template.

(Your references go here. Page length for this section may not exceed three pages.)

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Public Health Services and Systems Research: *Building Evidence for Decision Making*
Budget Narrative Template

Instructions for using this template.

An important component of the submission process is the preparation of a detailed budget narrative, which links the requested funding from the budget worksheet with specific elements of the proposed project. Best judgment should be used when projecting program expenses. This template must be used to provide a budget narrative for the proposed project.

You should:

- **Familiarize yourself with the Budget Preparation Guidelines located in the "Reference" box, located on the left-hand side of all screens in the online system.** Once you have accessed the guidelines, you can print them by selecting "Print Budget Guidelines" found in the upper right corner of the screen.
- Print this template in its entirety before you begin, so you have the instructions available at all times.
- Complete the **Identifying Information** shown below this block of instructions.
- In the table shown below, complete all **categories** and **sub-categories** for which you are requesting funding.
- Delete this block of instructions.
- **Save your Budget Narrative as a PDF file.** *Refer to the online Applicant Guide, "Upload a Document" section (see link on left navigation bar) for more information on uploading your PDF file. Refer to the Troubleshooting Tips (see link on left navigation bar) for additional information on converting your document to a PDF file.*
- Upload this file to the Budget Narrative section of the online system.

For each of the categories and sub-categories below, explain — completely and in as much detail as possible — how the funds for this line item will be spent and how the amount was determined. Refer to the Robert Wood Johnson Foundation Budget Preparation Guidelines available in the Reference Materials section of the online system for more information.

NOTES:

- Delete any categories (e.g., Personnel, Other Direct Costs) or sub-categories (e.g., Other Staff, Consultants) that are not included in your budget.
- Include detailed Full Time Equivalent (FTE) information for each person/role in the Personnel category where funds are being requested.
- Include a Contract Budget and Fact Chart, if applicable, for any contracts that are a part of your proposed project.
- Do not adjust the margins or font style/size of this template (already set to Arial 11).
- No hardcopy materials will be accepted as part of your online submission.

Additional Budget Instructions:

- **Travel:** Applicants should budget for travel expenses for up to two people to attend two meetings per year including the Keeneland Conference (or a total of four meetings over the course of a 24-month project). During the first budget period, grantees may be asked to use their travel budget to attend an in-person grantee meeting. The grantee meeting for the second year will be held in conjunction with the Keeneland conference. See the Budget Preparation Guidelines for specific guidance on budgeting for travel

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expenses.

- **Indirect Costs:** Indirect costs should be included in the total grant amount (e.g., no award will be over $200,000. See the Budget Preparation Guidelines for specific indirect cost rates and instructions.

Remember to delete this block of instructions before uploading this template.

Identifying Information
Project Title: (your project title goes here)
Proposal I.D.: (your proposal ID goes here—found in the upper-right corner of any screen in this online system)
Applicant Name: (your Principal Investigator's name goes here)
Legal Name of Applicant Organization: (Legal Name of Applicant Organization goes here)

Category	Narrative
Personnel **Note: You *must* include base annual salary and full-time equivalent (FTE) information for each person/role where funds are being requested in this category. See Personnel section of Budget Preparation Guidelines for complete instructions.**	
Project Director/ Principal Investigator	
Project Staff	
Administrative Staff	
Other Staff	
Other Direct Costs	
Office Operations	
Surveys	
Communications/ Marketing	
Travel	
Meeting Expenses	
Equipment	
Project Space	
Other	
Purchased Services	
Consultants	
Contracts *	
Indirect Costs	
Indirect Costs	
In-kind Support	

***If contracts are a part of your proposed budget, you *must* complete one Contract Budget and Fact Chart for each contract**. Copy and paste the chart below if there are multiple contracts. Enter "TBD" when information is not yet known. See Glossary & Instructions, Contracts and Deliverables sections for additional information. If there are no contracts, delete these instructions and chart shown below before uploading to the online system.

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Contract Budget and Fact Chart

Contractor Name	
Contract Start Date	
Contract End Date	
Scope of Work	
Deliverables	
Total Cost	
Cost Justification	

BN Form 06242011

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Public Health Services and Systems Research: *Building Evidence for Decision Making*
Key Project Staff Resume Instructions

Follow these instructions to provide a brief resume for key team members.

You may upload a separate resume for the principal investigator, co-principal investigator (if applicable) and other key team members. Team members need not be limited to staff at the applicant organization. **The maximum page count for each resume is two and you may upload a maximum of five resumes.**

Resumes should include:

- Highest degree earned, year completed, institution and academic discipline;
- Current institution/organization and organization type (i.e., university, state agency);
- Title and department, if applicable;
- Number of years at your current institution/organization;
- Up to three relevant publications;
- Any experience working with public health agencies, including past or current projects on which you have collaborated and/or past or current employment by governmental public health agencies.

For hard-copy resumes, you should scan each one individually and save to your computer in PDF format. To upload, select the "Upload document" button found in the Uploaded Documents column.

For electronic resumes, you should save each one individually to your computer in PDF format. To upload, select the "Upload document" button found in the Uploaded Documents column.

NOTES:

- **Save your resume in PDF format.** *Refer to the online Applicant Guide, "Upload a Document" section (see link on left navigation bar) for more information on uploading your PDF file. Refer to the Troubleshooting Tips (see link on left navigation bar) for additional information on converting your document to PDF format.*
- The maximum page limit per resume is two. You will not be able to upload a document that is greater than two pages.
- The maximum number of resumes is five.
- To upload more than one resume, select "Upload document" after you have uploaded your first resume in the Uploaded Documents column.

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Public Health Services and Systems Research: *Building Evidence for Decision Making*
Full Proposal
Letter(s) of Support Instructions

You must submit a minimum of one letter of support as part of your full proposal. If you have multiple letters, upload each letter **(maximum of six)** to the online system. **Letters should be no more than one page in length.** Please note that letters of support should demonstrate participation in the project and not just an external letter of endorsement of the research ideas. For example, letters of support from key consultants and partners outside of the research team are appropriate. In addition, in instances where you will be using a secondary data source, you should include a letter from the party providing the data to confirm data availability and feasibility of the study.

Each letter should include:

- Name of collaborating entity
- Period of collaboration
- Contact person name, phone, and e-mail
- Brief description of agreement between the applicant and the collaborating entity including roles/responsibilities of each party

For hard copy letters, you should scan the letters individually and save to your computer in PDF format. To upload, select the "Upload document" button found in the Uploaded Documents column.

For electronic letters, you should save each letter individually to your computer in PDF format. To upload, select the "Upload document" button found in the Uploaded Documents column.

NOTES:

- **Save your Letter of Support in PDF format. Refer to the Troubleshooting Tips section of the online system for additional information.**
- To upload more than one letter, select "Upload document" after you have uploaded your first letter in the Uploaded Documents column. Please limit to no more than six letters of support.

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Public Health Services and Systems Research: ***Building Evidence for Decision Making***
Full Proposal
Project Timeline

Instructions for using this template.

This template is to be used to provide your project timeline.
You should:

- Print this template in its entirety before you begin, so you have the instructions available at all times.
- Complete the **Identifying Information** shown below this block of instructions.
- Complete the **Project Timeline** shown below. You may add or remove rows from the table, as necessary.
- Delete this block of instructions.
- **Save your Project Timeline in PDF format.** *Refer to the online Applicant Guide, Upload a Document section (see link on left navigation bar) for more information on uploading your PDF file. Refer to Troubleshooting Tips (see link on left navigation bar) for additional information on converting your document to PDF format.*
- Upload the PDF file to the Project Proposal Narrative section of the online system.

NOTES:

- Please use the comments column to provide additional detail regarding the Major Tasks/Milestones including notation of the responsible party.
- The Project Timeline section is limited to two pages.
- You will not be able to upload a document that is greater than two pages.
- **Do not adjust the margins, headings or font style/size of this template (already set to Arial 11).**
- No hardcopy materials will be accepted as part of your online submission.

Don't forget…delete this block of instructions before uploading this template.

Identifying Information
Project Title: (your project title goes here)
Proposal I.D.: (your proposal ID goes here—found in the upper-right corner of any screen in this online system)
Applicant Name: (your Principal Investigator's name goes here)
Legal Name of Applicant Organization: (Legal Name of Applicant Organization goes here)

Project Timeline

Month(s)	Major Tasks/Milestones	Comments

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