

APPROVAL CHECKLIST

<i>Required Forms or Pages</i>	<i>Proposal Page</i>	<i>Required Form/Page Received (For Office Use)</i>
		YES or NO
ACS Face Page Form	Page 1	
ACS Appointments, Other Research Form	Page 2	
Research Plan	Pages 3 - 7	
Title of Project		
Objective/s		
Background and Significance		
Specific Aims of the Project		
Methods		
Selection of Publications/Literature		
Description of Research Facilities		
Describe Cancer Relevance of Project		
Budget Proposed	Page 8	
Attachment I- Research Promotion Form	Page 9	
Attachment II - Approval Checklist	Page 10	
Attachment III - Conference Information	Page 11	
10 copies of Original Proposal submitted		
Electronic copy sent to mcgeeney@gwu.edu		

Name and Signature of Faculty

Date

Name and Signature of Faculty's Chair

Date

FORMATTING THE APPLICATION

- Single spaced, one sided, with a maximum of 5/8 inch margins. Space between paragraphs is recommended. Use 12 point Times New Roman or 11 point Arial as the minimum font size for the text of the application. A 10 point Times New Roman or 9 point Arial font may be used for figures, legends, and tables with fixed spacing that can be photocopied; DO NOT reduce line space or reduce by photocopying.
- The application should follow the headings listed in the Application Format section of these guidelines.
- The entire application must NOT EXCEED 11 PAGES (pages 1-8 and Attachments I, II, and III). Material in excess of the 11 page limitation will not be considered.
- Do NOT send supplementary material pertinent to the application unless you have received a specific request from the GW Cancer Institute's Research Review Committee.
- Submit the ORIGINAL PLUS 10 STAPLED COPIES of the complete proposal (pages 1-8 and Attachments I, II, and III) and letters of support. Letters of Support are encouraged and not counted in the 11 page limit and should be attached at the end of the application.
- Transmit ONE ELECTRONIC COPY, as a single file (Adobe PDF), of the complete proposal (pages 1-8 and Attachments I, II, and III) to mcgeeney@gwu.edu.