**Alliance Cancer Control Program**

**Pilot Project Proposal Checklist**

* PI (all co-PIs and mentor, if applicable) institution is an Alliance member institution
* PI, all co-PIs, and mentor, if applicable, are individual Alliance members
* Cancer Control Program (CCP) Committee membership:
	+ CATEGORY 1: Either the PI or the mentor must be an Alliance CCP committee member.
	+ CATEGORY 2: The contact PI must be an Alliance CCP committee member.

**Are all of these components included in your proposal?**

* Application
	+ Title page, including address, phone number, and preferred email address for contact PI. If co-PIs or mentor, include email address for all.
	+ Background (include rationale and significance)
	+ Study objectives
	+ Study plan (include schema and eligibility criteria)
	+ Data analysis plan
	+ Feasibility (provide evidence that study can reach accrual goal within the funding timeline)
	+ Description of how this pilot study will lead to an Alliance protocol in the near future
	+ Description of research environment
	+ References
* Letter of support from the mentor committing time to mentor the applicant and generally describing how the mentor will support the applicant in their career development plan (e.g., possible training activities, meeting frequency, etc.) (for CATEGORY 1 ONLY)

NOTE: \*\* YOU MAY ALSO INCLUDE ONE LETTER OF SUPPORT FOR EACH SITE IN A MULTI-SITE TRIAL. DO NOT INCLUDE OTHER LETTERS OF SUPPORT – THEY WILL NOT BE INCLUDED WITH YOUR SUBMISSION WHEN ASSIGNED TO REVIEWERS.

* NIH-formatted biosketch of PI(s) and mentors (if applicable)
* Summary of Other Support for PI(s)
* Budget (following the PHS 398 budget format, including the Detailed Budget for Initial Budget Period AND the Checklist Form page) that may request up to $100,000 in total costs (including institutional indirect costs totaling not more than 15%)
* Detailed budget justification