



## Required Application Elements

### Victoria S. Levin Award For Early Career Success in Young Children's Mental Health Research

The following materials must be included in the application in Adobe PDF format. The files may be submitted individually or as one file to [scholar@srkd.org](mailto:scholar@srkd.org). Applicants should include their last names in the file name(s) to facilitate processing.

1. **Applicant Information Form** - please fill out the "Applicant Information Form."
2. **Institutional Assurance** - including applicant's institutional signature (i.e., Grants & Contracts/Sponsored Research Office), thereby signifying the institution's acceptance of the guidelines (see "General Award Information" document for guidelines) and acknowledgement of application. A scanned document depicting a signature should be submitted electronically;
3. **Department Assurance** - a letter from the Department Chair/Head affirming the department's commitment to reduced teaching/clinical hours (see "General Award Information" document);
4. **Mentor Letter** - a letter from the mentor stating how the Award will enhance the applicant's qualifications and readiness for submitting an NIH application and describing the mentor's commitment to facilitating the mentee, the specific research application and the project;
5. **Mentor's NIH biosketch or CV;**
6. **Applicant Proposal** - a 5-page (single space) description by the applicant of
  - a. **Research accomplishments**
  - b. **Research and career plans for next 5 years**
  - c. **Summary of research for which application will be made**
  - d. **Timeline;**
7. **Budget** - a 1-2 page budget justification specifying how funds will be spent. Requests must not exceed \$25,000. No indirect costs are allowed. Costs should be directed towards teaching releases, mentoring related travel, and/or workshop/training attendance; funds are not typically approved for data collection or analyses. The budget statement should define the unique contribution of this Grant to the applicant's research activities and note the impact of this Grant on other institutional support available to the applicant. The applicant's current research funding must be listed, and should include any support pending;
8. **Applicant CV** - a current version of the curriculum vitae, including educational history, professional activities, and publication and funding records;
9. **Letters of Recommendation** - three letters of recommendation from senior scientists who are currently knowledgeable about the applicant's research activity; and
10. **Copies of 2-3 representative publications** (published or in press).

For questions, please contact [scholar@srkd.org](mailto:scholar@srkd.org).