



Research Grant Application Checklist

This checklist can be printed to ensure your application meets all requirements.

Formatting for attachments and supporting documents:

- ☐ Use a black 12-point font
- ☐ Use a US Letter page size of 8.5" x 11"
- ☐ Margins must be at least ½" on all sides
- ☐ Detailed budget: Make sure all items are visible in the final PDF.

For the online application, you must provide:

- ☐ Completed Online Application
- ☐ 6-7 Page Proposal Body Text (including data sharing statement)
- ☐ 2-Page Figures & Tables And/or Appendices (If Applicable)
- ☐ 2-Page References/Works Cited Section
- ☐ General Contingency Plan
- ☐ 1-Page Itemized Budget Sheet
- ☐ 1-Page Budget Justification
- ☐ Permit Copies (Or A Summary Statement On The Status Of Permissions)
- ☐ 2-Page Applicant's CV (Including Publication List)
- ☐ Other Investigators' Curriculum Vitae (2 Pages Apiece, Including Publication List)
- ☐ Academic Advisor Reference Letter (PhD Students Only). This is to be sent directly from the advisor. Reference letters included with the application will not be accepted. Ask your advisor to email the letter to grants@leakeyfoundation.org.
- ☐ Resubmitted Proposals require an additional cover letter outlining modifications and/or adjustments to the original proposal.

After you submit your application:

- ☐ PhD Students only: Follow up with your academic advisor to confirm the letter of support has been sent to grants@leakeyfoundation.org.