



## Northern Plains NARCH VII Application Procedures



### **Submission Process**

The submission process will consist of two steps:

**Step #1** – Prepare and submit by email a completed application package by **midnight (MDT) of Monday, June 4, 2012** to [rfa@gptchb.org](mailto:rfa@gptchb.org) . The completed application package consists of the following components:

- Cover Sheet (Attachment A) – Complete items 1 through 5. For item 6 (Project Summary), state the application's broad, long-term objectives and specific aims, making reference to the health relevance of the project to Northern Plains American Indians. Briefly describe the research design and methods for achieving the project's goals.
- 3-page Concept Paper (see Attachment C for guidance)
- Biographical Sketch (Attachment D)

The completed application package, including concept paper, will be reviewed by members of the Northern Plains NARCH Internal Review Committee. Only those proposal concepts that address the health disparities of Tribal communities within the region and are deemed as having the greatest health relevance and potential for funding will be invited to submit a full application (see Step #2, below).

**Step #2** - Submit a full application with a detailed budget using the MS Word version of the [PHS 398 forms](#) . For requirements on the preparing the research application, including page limitations, consult the funding opportunity announcement: <http://grants.nih.gov/grants/guide/pa-files/PAR-12-182.html> . The complete application should be emailed to [rfa@gptchb.org](mailto:rfa@gptchb.org) by **midnight (MDT) of Friday, June 29, 2012**.

Upon receipt, full proposals will be reviewed and evaluated for completeness, scientific merit, feasibility and additional criteria established by the Northern Plains NARCH Review Committee. Applicants will be notified of the outcome of the internal review.

### **Key Dates and Deadlines**

**June 4, 2012 (midnight, MDT)** – Deadline for receipt of cover sheet, 3-page concept paper and biosketch.

**June 29, 2012 (midnight, MDT)** - Invited full proposals due.

**July 3, 2012** – Notification of outcome of Northern Plains NARCH review committee.

**July 10, 2012** – NARCH VII application deadline.

Applications must be submitted by email to: [rfa@gptchb.org](mailto:rfa@gptchb.org) . The subject line of your email must be labeled as follows: “[your name] –NARCH VII application”

All questions regarding these instructions should be submitted in writing via email to: [rfa@gptchb.org](mailto:rfa@gptchb.org) .