



## APPLICATION INSTRUCTIONS

1. Download and complete all required application materials (see checklist below).
2. Submit completed application materials by email to the CCTR Business Office at [cctr@seattlechildrens.org](mailto:cctr@seattlechildrens.org).
3. Applications will be accepted throughout the year. Proposals will be reviewed by the CCTR Steering Committee. Final funding decisions will be made by the leadership of CCTR.
4. Notification of award will be made within six weeks of submission. Awards will be for a period of six months, or until extramural funding is re-established, which ever occurs first.

## APPLICATION CHECKLIST

**Cover page** (use form provided)

- Current PI information
- Explanation of the situation and plans for the future
- Funding History

Describe previous external funded grants (during the past five years) and current and pending support that includes all federal, private and internal sources.

Evidence of attempts to obtain funding (abstracts of submitted grants, panel reviews, priority scores or other evaluations and comments, pending clinical trial agreements – submit as separate attachments with application materials).

- Applicant's signature (electronic signature is acceptable)

**Budget and budget justification** (use form provided)

Provide a detailed budget justification that includes an explanation for why support is needed for each expenditure. Budget will normally cover salary and benefits, but may include essential supplies, core services and travel as necessary to continue the research. Include the date(s) when present funding ends and the earliest date when new funding may begin.

**Biosketch** including the amount of time in the present position

If you have questions regarding the CCTR Bridge Funding application process please contact the CCTR Business Office at 206-884-7469 or [cctr@seattlechildrens.org](mailto:cctr@seattlechildrens.org).