This checklist is provided for assembling the proposal packet. The research proposal narrative, item 3 below, consists of introduction, investigations, technology adaptation and transfer strategy, and gender inclusivity strategy, and must not exceed 30 pages. Proposal packets must contain the following elements:

- **1. Cover Sheet** (RFP website: Cover Sheet Form)
- **2. Summary Page** (RFP website: Summary Page Form)
- **3. Research Proposal Narrative** (30 pages maximum)
  - a. Introduction (1-page limit): The text should clearly describe the overall vision of the project and address the programmatic and technical considerations described in the RFP.
  - b. Investigations
    (see Instructions for Completing the Descriptions of Investigations in the RFP)
  - c. Technology Adaptation and Transfer Strategy (1-page limit)
    (RFP website: Technology Adaptation and Transfer Strategy)
  - d. Gender Inclusivity Strategy (1-page limit)
    (RFP website: Office of Women in Development)
- **4. New HC Research Location Considerations** (1-page limit)
  (RFP website: New HC Research Location Considerations)
- **5. Budget** (RFP website: Budget Information)
- **6. Budget justification** (RFP website: Budget Information)
  - a. Justification narrative (RFP website: Budget Justification)
  - b. Project vision (1-page limit) (RFP website: Project Vision)
- **7. Pending funds form** (RFP website: Pending Funds Form)
- **8. Conflict of interest form for each (Lead, US, and HC) PI**
  (RFP website: Conflict of Interest)
- **9. List of names of five reviewers** (names, addresses, areas of expertise)
- **10. Letters of Interest from HC PIs** (RFP website: Letter of Interest Form/Sample)
- **11. Statement of institutional track record and experience in the proposed HC** (1-page limit)
- **12. Lead Institution supporting information:**
  - Animal Use Approval (or written waivers)
  - Human Subjects Approval (or written waivers)
  - NICRA for Lead Institution
  - Institutional & Agency Certifications and Assurances
    (RFP website: USAID Certifications and Assurances)
- **13. CVs of Lead PI and all US and HC co-PIs** (2-page limit per CV)