



PI Checklist: RFP for combined trainees Spring 2025

Please ensure that the following criteria are addressed within your proposal. This checklist is meant to be a tool and does not need to be included with your application.

Proposals MUST be submitted via [Qualtrics](#) by 5:00 p.m. (CST) on **Friday, March 7, 2025**. Requests for time extensions will not be granted and proposals received after the deadline will not be accepted. Proposals should be a **single merged PDF document**.

- ☐ Tenure-track faculty with permanent PI status within CALS, UW-Madison
- ☐ Select two (2) [DIH priority areas](#) relevant to the project with justification for how each selected area relates to the project
- ☐ Indicate candidate type: **graduate student** or **postdoctoral fellow**
- ☐ Identify a student candidate (*if known, but not required*)
- ☐ Submit proposal as a single PDF document
- ☐ Provide approvals from chair, department administrator, and co-investigators (instructions included within application survey)
- ☐ Subscribe to the following proposal format (*visit the [DIH website](#) to view the RFP*):
 1. Title page (1-page limit)
 - Full title for the project
 - Project participants (PI, co-PI, collaborators, staff, ect.)
 - Priority areas (max. of two may be selected)
 - Non-technical 250-word summary
 2. Project narrative (5-page maximum)
 - Background and justification
 - Advancement of scientific knowledge
 - Demonstrated goals

- Hypotheses
 - Location of work
 - Experimental designs
 - Methods to avoid pitfalls
 - Distribution of outcomes
 - Statistical analysis
3. Previous results and fit to program (1-page limit)
 - Unique collaborators
 - Evidence of prior productivity and results from previous Hub funding
 4. Budget justification (1-page limit)
 - Indicate trainee type
 - Narrative on how funds will be used
 5. Research timeline (1-page limit)
 6. Future research goals (1-page limit)
 7. Recruiting, mentoring, and management plan (1-page limit)
 8. Curriculum Vitae (2-page limit per investigator)
 9. References (no page limit)
 10. Letters of support (no page limit)

Questions?

For inquiries concerning the scope of research, acceptability, or appropriateness of a proposed project, please email **faculty director, Matthew Ruark** (mdruark@wisc.edu).

For more information about overall DIH program operations and reporting expectations related to funding, please email **program manager, Maria Woldt** (maria.woldt@wisc.edu).

For further guidance regarding the application, general RFP proposal process, budget, and allowable expenses, please email **administrative specialist, Elisabeth Berndt** (elisabeth.berndt@wisc.edu).

