

# CTS Research Program

## Innovation to Impact Awards

### Full Proposal Checklist

This checklist provides a broad overview of the steps applicants need to take to successfully submit a Full Proposal to the CTS Research Program Innovation to Impact Awards. Any questions about these requirements or other information in the RFA should be directed to [tracs\\_cts\\_research@med.unc.edu](mailto:tracs_cts_research@med.unc.edu).

You may also request to meet with CTS Research Program staff to discuss your proposal. To do so, [please submit a request for a consultation](#) and include “Innovation to Impact Award – Full Proposal Consultation” in the title of the request and the project title supplied by CTS Research Program staff.

- Meet with representatives from each of the NC TraCS programs you plan to engage in your project.
  - [Submit a request for a consultation](#). Please submit a new request for each identified program and include “Innovation to Impact Award – Services Consult” in the title of the request and the project title supplied by CTS Research Program staff.
  - [Complete a TraCS Service Agreement for each program](#).
- Develop and submit Full Proposal by 5:00 pm on February 27, 2025, using the [NC TraCS online submission system](#) (located under “NC TraCS Clinical and Translational Science Innovation to Impact Awards: Full Proposal Submission”)
  - Section 1: Scientific Abstract
  - Section 2: Impact Statement
  - Section 3: Generalizable Insights
  - Section 4: Research Team
  - Section 5: Research Plan
  - Section 6: Cited References
  - Section 7: Collaboration with TraCS Resources and Services
    - [TraCS Service Agreement](#)
    - [Preliminary Project Readiness Questions](#) (Note: This document is for reference only. These questions are programmed in the Full Proposal application in the online submission system.)
  - Section 8: Timeline
  - Section 9: Plan for Dissemination and Implementation
  - Section 10: Discussion of the health equity ramifications of the proposed work
  - Section 11: [Budget](#)
  - Section 12: Budget Justification
  - Section 13: Protection of Human and/or Animal Subjects
  - Section 14: [Biosketches](#)
  - Section 15: Letter(s) if applicable