

## U.S. Practice to Policy® Health Awards Program Applicant's Checklist

**Have you checked that you are eligible?**

For more information on the eligibility criteria, please download and read the eligibility criteria from the program's website.

**Do you have all the information needed for the application at hand?**

This includes details about your organization/institution (size, objectives, vision, etc.) as well as sufficient information about your project, objectives and measurements. Be sure to include information regarding your capacity to initiate and implement the project in a timely manner. Helpful questions may include:

- What is your organization's proposed process for the collection and analysis of data? How will your project be measured? How will you determine the success of your project?

**Have you thought about a project timeline and milestones?**

Your project timeline should be realistic and indicate when how much of the funding is needed. Helpful questions may include:

- Have you included action steps required to meet project goals in your project plan? What is it you are trying to accomplish? Why? What are the action steps required to meet the project goals?

**Can you provide details on funding?**

What is your budget plan and cost estimate? Be sure to give a demonstration of cost-effectiveness where applicable. We suggest downloading the budget checklist from the program's website.

**Do you have all relevant documents ready and at hand to upload with your application?**

This includes the following:

- Legal proof that you are part of your organization/institution (e.g., scanned copies of organization/institution ID card, payment slip, or other official document)
- A letter of recommendation for the project from your organization/institution
- Any letters of recommendation from external stakeholders you may want to provide

**The PBC Practice to Policy® Health Awards Program application window closes on September 8, 2019.**