

Before submitting an application to Tufts Clinical and Translational Science Institute (Tufts CTSI) for the KL2 Career Development Award Program, please review this checklist to ensure all of the components are complete and included in your submission. Incomplete applications may not be reviewed or could score lower than complete applications.

**Pre-Application:**

1. NIH Formatted Biosketch
2. One-page draft Specific Aims
3. 1-2 Paragraphs describing the Career Development/Training Activities
4. One Paragraph describing how the research will further clinical and translational research
5. Letter of Support from your Primary Mentor

**Application:**

- 1. NIH Formatted Biosketch
- 2. Career Goals & Objectives
- 3. Career Development/Training Activities
- 4. Specific Aims
- 5. Research Proposal Summary
- 6. Budget
  - Form 4: year 1
  - Form 4: year 2
  - Form 5: for complete project period
  - Budget Narrative
- 7. Mentor Letters of Support (you may include additional letters)
  - Primary Mentor
  - Secondary Mentor
- 8. Department Chair Letter of Support