**Ambassador Brigade Fellowship Application Checklist**

Please use this document as your own personal checklist to make sure you meet all the eligibility requirements and to ensure you have enclosed all the documents needed in your application packet.

It is your responsibility to review the most up to date Ambassador Brigade Fellowship Application on our website before submitting your application packet to check for any updates and to confirm you did not miss anything.

|  |  |
| --- | --- |
| **Ambassador Brigade Fellowship Application Checklist** | **Check when completed** |
| **Eligibility Requirements** | **Need to check** |
| I have re-read and meet the eligibility requirements listed on page one of the Ambassador Brigade Fellowship Application. |  |
| **Language Requirement (Must select at least one option to qualify)** | **Need to check one** |
| I have a strong proficiency or fluency in the predominant language of the proposed site. |  |
| I have included a mechanism through which translators will be included |  |
| **All the below materials are included in my application** | **Need to check all** |
| Cover letter, 1-2pg |  |
| Resume or CV |  |
| CenHealth Ambassador Brigade Fellowship Application |  |
| Research Project Proposal (3 page max, excluding the budget/budget justification and mentor/partner qualifications sections |  |
| Letters of Support from USC Faculty Mentor |  |
| Letters of Support from International or National partner |  |
| Copy of my Human Subject Certificate |  |
| Copy of my unofficial transcripts |  |
| **Research Project Proposal Includes the following:** | **Need to check all** |
| Title of the Proposed Project |  |
| Mentor and international/national partner qualifications, up to 1/2 page (pages not counted towards the 3 page maximum research project proposal). |  |
| Significance of the problem (1/4 page) |  |
| Overall Impact: How will this study help alleviate an inequality in health? (1/4 page) |  |
| Specific Aims (hypothesis or research questions, 1-3 only) (1/4 page) |  |
| Innovation (Why is this study innovative?) (1/4 page) |  |
| Approach (Study design and recruitment) (1 and 1/4 page) |  |
| Feasibility of completing the proposed project within the proposed timeframe (up to 1/4 page) |  |
| Timeline (1/4 page) |  |
| Dissemination plan (Specify audiences, potential partners, strategy, channels, names of conferences you plan to submit abstracts to, be specific) (1/4 page) |  |
| Budget and Budget Justification (2 pages, pages not counted towards 3 page maximum research proposal ) |  |