

**Request for Internal CASAA Grant
Checklist and Cover Sheet**

Applicant Name: _____

Date of Submission: _____

Applicant Primary Affiliation: _____

Project Title: _____

Proposed Dates of Funding: _____

Total Funds Requested: _____

Target Date for External Grant Application: _____

Anticipated Agency for External Funding: _____

I agree to the following:

- Work conducted under this internal grant will lead to an application for external grant support, unless the results of pilot research suggest that the line of research is not promising.
- If I submit an application for external grant support based on work supported through this CASAA internal grant, I understand that this application will be submitted through CASAA.
- If my primary affiliation is with a unit other than CASAA, I have informed my department chair/director/dean/supervisor of the requirement that an external application arising from this internal grant will be submitted through CASAA. The signature of my chair/director/dean/supervisor, below, signals his/her understanding of and agreement with this requirement.
- If I am requesting a course buyout, I understand that CASAA will not transfer funds to cover the course buyout if I have not completed the work detailed under the project timetable. The signature of my chair/director/dean/supervisor, below, signals his/her understanding of and agreement with this requirement.
- I understand that I will no longer be eligible for internal CASAA grant support if I neither submit an application for external grant funding nor submit a report detailing the scientific reasons for not pursuing external funding based on the results of the initial pilot work.

Signature of Applicant:

_____ Date: _____

Signature of Chair/Director/Dean/Supervisor (one signature):

_____ Date: _____

Applications must include the following elements. Incomplete applications will not be reviewed:

- Checklist and cover sheet for application
- Application (3 pages) (please submit hard copy with signatures + electronic copy):
 - Study aims
 - Brief background
 - Significance
 - Proposed methodology
 - How the grant will lead to an application for external grant funding
 - Relevance to the CASAA mission, vision, and strategic plan
- Budget and project timetable (1 page):
 - Budget
 - Budget justification
 - Project timeline proposal
- Current CV

Submit applications to:

Barbara S. McCrady, Ph.D.
Distinguished Professor of Psychology
Director, Center on Alcoholism, Substance Abuse, and Addictions (CASAA)
University of New Mexico
MSC11 6280
2650 Yale Blvd. SE
Albuquerque, NM 87106

Via fax: (505) 925-2301

Via email (with signatures): bmccrady@unm.edu

Inquiries to Dr. McCrady at: (505) 925-2388, or via email