How to Submit your Application

Maria Parries
NCCI Program Coordinator
How to Submit Your Application

• An original and five hard copies of all documents in Appendix A: Application Section
• An electronic version of the application (only) must be received either by email or CD-ROM

All items must be received by 5:00 pm, Friday, April 9, 2010
How to Submit Your Application

Send to:

Attention: Maria Parries
NCCI Coordinating Center
Wake Forest University School of Medicine
Division of Public Health Sciences
2000 West First Street,
Piedmont Plaza II, Suite 209
Winston-Salem, NC 27104
Email: mparries@wfubmc.edu
How to Submit Your Application

• Use a single binder clip on the original application and on each of the 5 photocopies.

• Please do not:
  ▪ use plastic covers, folders or any type of binder for your application
  ▪ staple any sections of your proposal together
  ▪ send video or audio tapes or photographs.
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• Program Narrative (including all five required sections)
  ▪ Must be 2 – 5 pages
  ▪ Single-spaced
  ▪ Standard 12 point font (Arial or Times New Roman)
  ▪ 1 inch margins
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• Program Narrative
  ▪ Limit the use of acronyms; if used, spelled out when first referenced
  ▪ Any charts, tables and figures may be included in *Appendix D: Other Program Attachments* (with reference in Narrative)
  ▪ Pages numbered as follows: 1 of XX, 2 of XX
Application Checklist

1. Cover Letter
2. Applicant Information sheet
3. Program Narrative
4. Budget Worksheet and Narrative
5. Assurances with signatures
6. Letters of Support
7. Coalition Member List
8. Program Attachments
Application Assistance

• Live person:
  ▪ Contact Montez Lane
  ▪ ymlane@wfubmc.edu 336-713-5066

• On Website: www.nc-coalition.com
  ▪ RFA PowerPoint Presentation and handouts

See resource table on Website & in RFA for more assistance!