**Research Publication Award**

Research Program

Research Office

**DOCUMENTATION CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Documents** | **Yes** | **No** | **Not applicable** |
| Completed application form |  |  |  |
| PDF file of published paper |  |  |  |
| “About the author” page of publication (***only if*** affiliation is not clear or does not appear on first page of paper) |  |  |  |
| Copy of the title page (***only if*** article was not published online) |  |  |  |
| Research ethics institutional review board (IRB) approval letter or e-mail (applies to ***all*** studies involving human subjects, animals, plants, environment) |  |  |  |
| Letter of support from applicant’s chief academic leader or designee |  |  |  |
| Screenshot showing indexation of journal where paper was published |  |  |  |
| U.S. applicant financial documentation: completed W-9 form |  |  |  |
| U.S. applicant financial documentation: completed U.S. Vendor Maintenance form |  |  |  |
| Non-U.S. applicant financial documentation: completed W-8BEN form |  |  |  |
| Non-U.S. applicant financial documentation: completed International Vendor Maintenance form |  |  |  |
| Completed RPA documentation checklist |  |  |  |