

**Department of Health Care Access and Information
Health Workforce Pilot Projects (HWPP) Program**

Checklist for Applications to be Deemed Complete

This checklist serves as a guide for completing the HWPP application. Use the checklist below to ensure that all documents are complete and included prior to submitting the application for assessment:

Requirements	Checklist
One electronic copy of the complete application packet is being sent as a single PDF attachment to: HWPP@hcai.ca.gov	
Cover sheet: include sponsoring agency name, title of proposed project and date of submission	
All application documents are typed in no less than size 12-point font	
Institutional Review Board Letter of Approval for Project	
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a. Complete Fact Sheet	
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