

ASRM Access to Care Grant Proposal Checklist

**IN YOUR SUBMISSION, PLEASE INCLUDE THIS COMPLETED CHECKLIST
AND ALL ITEMS LISTED BELOW, IN ORDER**

☐ **Applicant Eligibility**

- ☐ Investigators should have a doctorate degree (MD, MD/PhD, PhD, DO, ScD, or equivalent) with significant interest in addressing access to care challenges.
- ☐ Be an independent investigator serving as a full-time clinician and/or physician scientist (academic, other non-profit, or private practice) in the US.
- ☐ Trainees may apply but must have a letter of support from a faculty mentor and must complete the project prior to their program completion.
- ☐ Funds may be used for support of a new or ongoing research/clinical investigation project.

☐ **Title Page**

- ☐ Title of the project (not to exceed 200 characters including spaces)
- ☐ Applicant's name and credentials
- ☐ Applicant's department affiliation, sponsoring institution, and contact information
- ☐ Contact information including mailing address, telephone number and email
- ☐ Total funding amount requested
- ☐ Are you a current ASRM member? (Y/N)
- ☐ If yes, please provide your ASRM membership number: _____

☐ **Letters**

- ☐ **IF YOU ARE A PRACTICING PHYSICIAN:** Chairman/Division Chief letter (no more than two pages) acknowledging the applicant's project and grant proposal, endorsing the applicant's research, and confirming the institution's commitment to provide time and support to the applicant.
- ☐ **IF YOU ARE A FELLOW:** A letter of support must be provided from your research mentor confirming the institution's and/or practice's commitment to provide time and support to the applicant.

☐ **Abstract (One page maximum)**

- ☐ Scientific Abstract (500 words) describing the research proposal including the potential immediate impact of the anticipated results on the practice of reproductive medicine
- ☐ Lay-person Abstract (200 words) describing the project in general terms

☐ **Specific Aims of the research proposal presented in NIH format– (One page maximum)**

☐ **A research proposal should include the following sections (no more than three pages)**

- ☐ Background and Significance
- ☐ Resources and Environment (can be attached as appendix)
- ☐ Research Plan (methodology and statistical analysis plan must be clearly described)
- ☐ Timeline for project start up, implementation, and completion
- ☐ Innovation and Potential Impact
- ☐ References/citations are required but will not count against the total number of pages for the application. You may also include them as an appendix.

☐ **NIH-style Biosketch**

- ☐ A biosketch for each primary or co-investigator should be provided. Each biosketch should include a specific description of the role of each investigator in the proposed project and should not exceed FIVE pages (including the current funding)

☐ **Budget**

- ☐ A detailed yearly and cumulative **budget and budget justification** for the project
- ☐ No clinical care costs will be covered by this funding opportunity
- ☐ Funds are available for project expenses, technical assistance, patient expenses, analysis software, national registries, survey licenses, etc. ☐ Funds **may not** be used towards degree seeking courses
- ☐ Indirect costs to the sponsoring institution, conference travel and/or registration expenses, investigator's salary and/or benefits are allowed but **must not exceed** 10% of the grant distribution

☐ **Formatting**

- ☐ The proposal must be typed in Calibri 12 pt. type with page margins no less than .5 inches and no more than 1 inch
- ☐ Pagination should be included at the bottom of each page (excluding the Title page)
- ☐ **The entire application must be submitted as ONE PDF FILE to research@asrm.org Subject Line: ASRM Access to Care Grant Application. Due by _____ pm EST on _____**

☐ **Regulatory Requirements**

- ☐ **Human and/or animal use must be approved** by the Institutional Review Board or Institutional Animal Care and Use Committee, or their equivalent and documented before funds are released, but pre-approval is not required for application.
- ☐ It is **required** that any research involving human embryos will comply with applicable federal and state laws and will be in line with the ASRM's guidance document on the ethics of human embryo research. No research will proceed without all relevant Institutional Board(s) and Committee(s) reviews and approval.