

ASRM Discovery & Innovation Research Grant Proposal Checklist

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

☐ Applicant Eligibility

- ☐ Physicians or scientists with track records in basic, clinical, or translational research in reproductive medicine are encouraged to apply.
- ☐ Investigators should have a doctorate degree (MD, MD/PhD, PhD, ScD or equivalent) and have sufficient expertise, commitment of effort, organizational structure, and operational effectiveness to successfully implement the plan for the proposed research.
- ☐ Applicants should have completed their research and/or clinical training at least three years prior to submitting the application and actively working in the areas related to reproductive medicine.
- ☐ Be an independent investigator serving as a full-time clinician/physician-scientist (academic, private practice, other non-profit or for-profit organizations).

☐ Letter of Intent

- ☐ **Due on** _____ to research@asrm.org and must be submitted as **ONE PDF**
- ☐ Primary investigator information (full name, credential(s)/degree(s), title, institution)
- ☐ Title of project
- ☐ Research priority area (listed on the website)
- ☐ Abstract
- ☐ Aims and anticipated outcomes
- ☐ Impact statement
- ☐ Estimated award requested (no formal budget is required)
- ☐ *** Please note: Submission of a letter of intent does not ensure a full proposal invitation.**

☐ Title page

- ☐ Title of the project (not to exceed 200 characters including spaces)
- ☐ Applicant's name and credentials
- ☐ Applicant's, department affiliation and sponsoring institution
- ☐ Contact information including mailing address, telephone number, and email
- ☐ Total funding amount requested

☐ Letters

- ☐ Applicant letter stating career goals and plans for achieving these goals, including a lay statement of 2-3 sentences describing the relevance of the proposed research
- ☐ Chairman 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
 - * Letters cannot be sent separately or after the application deadline
 - * Letters outside the required department head or program chair letters are not required but you may submit up to 2 additional letters of support should you choose

☐ ASRM Confirmation email

- ☐ A copy of the ASRM letter of intent confirmation email **must** accompany your application

☐ **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 five pages)**

- ☐ Background and Significance
- ☐ Innovation and Potential Impact
- ☐ Research Plan (methodology and statistical analysis plan must be clearly described)
- ☐ Timeline for project start up, implementation, and completion
- ☐ 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, research supplies and durable laboratory equipment, analysis software, national registries, survey licenses, etc.
- ☐ Funds **may not** be used towards tuition reimbursement or degree-seeking courses.
- ☐ Conference travel and/or registration expenses **may not exceed \$5,000** unless approved by ASRM prior to submission.
- ☐ Investigator's salary (including fringe benefits) **must not exceed 15%** of the total direct costs.
- ☐ Indirect costs to the sponsoring institution are allowable but are **capped at 10%** for the entire project.
- ☐ **If special consideration for budget allocation is needed, contact research@asrm.org for approval prior to the submission date.**

☐ **Formatting & Due Date**

- ☐ 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 Discovery & Innovation Grant Submission by _____ 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.**