ASRM Pilot & Exploratory Research Grant

Application Checklist

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

☐ **Applicant Eligibility**

- ☐ Investigators meeting eligibility, with expertise in reproductive health and science, including endocrinology, biology, urology, epidemiology, embryology, and andrology, are encouraged to apply.
- ☐ Investigators should have a doctorate degree (MD, MD/PhD, PhD, DO, ScD, or equivalent) and have sufficient expertise, commitment of effort, organizational structure, and operational effectiveness to successfully implement the plan for the proposed research.
- ☐ Clinical and research students, residents, fellows, and postdoctoral trainees are encouraged to apply with appropriate senior mentorship. Independent investigators may also apply if they serve as full-time clinicians or physician-scientists in academia, private practice, or other nonprofit or for-profit organizations.
- ☐ Applicants should have completed their research and/or clinical training for at least three years prior to submitting the application and actively working in the areas related to reproductive medicine.
- ☐ Applicants that are students or trainees must include a mentor letter as part of the submission.

☐ **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
- ☐ Research priority area (from the list on the website)
- ☐ 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

☐ **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 an 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, research supplies and durable laboratory equipment, analysis software, national registries, survey licenses, etc.
- ☐ Funds **may not** be used toward degree-seeking courses
- ☐ Conference travel and/or registration expenses **may not exceed $2,000** unless approved by ASRM prior to submission.
- ☐ Indirect costs to the sponsoring institution, 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 Pilot & Exploratory 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.