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

☐ Applicant Eligibility
  ☐ Application falls into one of the four priority areas: 1) Research involving human gametes, 2) Research involving human embryos, 3) Research evaluating outcomes, 4) Research on access to fertility care.
  ☐ 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).

☐ 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
  ☐ Applicant’s 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 post 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

☐ 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
  ☐ 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 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 & 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 $100k D&I 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.