

Collab Fertility Environmental Fellows Award Checklist

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

Applicant Eligibility

- Must be a **physician** in the **first or second year of an ACGME-accredited REI Fellowship**.
- Applicants must demonstrate a strong career goal within the field of Reproductive Medicine.
- All sources of funding must be disclosed by the awardee.

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

- Program Director letter (One page maximum) 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 outside the required department head or program chair 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
- 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

- An NIH fellowship biosketch should include a specific description of the role of the 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, salary, or the purchase of equipment.
- Funds, at a max of \$1200, may be used for conference travel/registration to present final

summary of findings at ASRM Congress.

- This grant does **NOT** cover sponsoring institution indirect costs.

Formatting

- The proposal must be typed in Calibri 12-point type with page margins no less than 0.5 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: Diversity Fellowship Award 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.