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

☐ **Applicant Eligibility**
  - The applicant must demonstrate a strong career goal within the field of **Reproductive Medicine** and must be dedicated to the advancement of assisted reproductive technology techniques, specifically **in vitro fertilization**. The research must be focused on **new discoveries in the basic or translational medical sciences** that impact the treatment and understanding of in vitro fertilization. All sources of funding must be disclosed by the awardee.
  - Applicants must be working actively in areas related to reproductive medicine at an **accredited medical school** or in **private practice** in the United States. Funds may be used for support of a new or ongoing research/clinical investigation project. No age requirement.

☐ **Letter of Intent**
  - Due on _________________ to research@asrm.org and must be submitted as **ONE PDF**
  - Primary investigator information (full name, degree(s), title, institution)
  - Title of project
  - 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
  - IF YOU ARE A FELLOW: Research mentor must be named
  - 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
  - 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 by your research mentor confirming the institution’s and/or practice’s commitment to provide time and support to the applicant.

☐ **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
  ☐ 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
  ☐ Indirect costs to the sponsoring institution, travel expenses, investigator’s salary and/or benefits will be allowed not more than 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: Jones Foundation Application 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.