KY Cha Award in Stem Cell Technology Application Checklist

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

☐ Applicant Eligibility
  ☐ Earned an MD, a PhD, a DO, and/or a DVM degree or their equivalents (MD degree not required)
  ☐ Be an independent investigator who has completed his/her training and has a full-time faculty/research staff appointment; note that clinical and research students, residents, fellows, and postdoctoral trainees are not eligible.
  ☐ Have not ever received any other ASRM research award (not including Reproductive Scientist Development Program, Frontiers in Reproduction Program, and SREI/ASRM traineeship [T32] awardees).

☐ 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
  ☐ Total funding amount requested
  ☐ Are you a current ASRM member? (Y/N)
  ☐ If yes, please provide your ASRM membership number: ________________

☐ 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
    ☐ 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.
☐ Conference travel and/or registration expenses to present results related to this award
☐ Funds may not be used towards degree seeking courses, cost of routine clinical care, or investigator salary/benefits
☐ Funds are available for project expenses, technical assistance, patient expenses, research supplies and durable laboratory equipment (under $2000), analysis software, national registries, survey licenses, etc.
☐ Indirect costs (institutional overhead) will NOT be funded

☐ 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: KY Cha 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.