Recurrent Pregnancy Loss Association (RPLA)  
Research Award Application Checklist

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 reproductive health and recurrent pregnancy loss research.
  ☐ Research proposals can involve physiological, psychological, biochemical, pharmacological, genetic, environmental, or pathological investigations.
  ☐ Applicants must be actively working in areas related to reproductive medicine in the United States.
  ☐ The principal investigator (PI) must have earned an MD, PhD, DO, and/or DVM degree or their equivalents.
  ☐ Be an independent investigator serving as a full-time clinician (academic or private practice) or holding a research staff position.
  ☐ Fellows and postdoctoral trainees may apply but must complete the project prior to their program completion.

☐ Title Page
  ☐ Title of the project (not to exceed 200 characters including spaces)
  ☐ Applicant’s name and credentials
  ☐ Applicant’s department affiliation & 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
  ☐ 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 from your research mentor confirming the institution’s and/or practice’s commitment to provide time and support to the applicant. Applicant letter must also state career goals and plans for achieving these goals, including a lay statement of 2-3 sentences describing the relevance of the proposed research.

☐ 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
   ☐ 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) used for the purpose of this project, analysis software, national registries, survey licenses, etc.
   ☐ Indirect costs (institutional overhead) will NOT be funded

☐ 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: RPLA 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.