

# SREI Research Grant Application Checklist

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

## ☐ **Applicant Eligibility**

- ☐ 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. **Clinical and research students, residents, fellows, and postdoctoral trainees are not eligible as the PI.**
- ☐ Investigators should hold an independent position as faculty of an accredited medical school or university program (public/state or private), research institute or other non-profit or for-profit organization within the United States focusing on research and/or care of patients with reproductive problems.
- ☐ Applicants should have completed their research and/or clinical training within the past three years prior to submitting the application and actively working in the areas related to reproductive medicine.
- ☐ **Applicants must be an active or associate member of SREI to be considered.**

## ☐ **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:**

- ☐ 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 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**

- ☐ 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.
- ☐ 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.
- ☐ **NO** clinical care costs will be covered by this funding opportunity.
- ☐ Funds may **NOT** be used towards degree seeking courses.
- ☐ Funds are available for project expenses, technical assistance, patient expenses, research supplies and durable laboratory equipment, analysis software, national registries, survey licenses, etc.
- ☐ **Recipients of an SREI Research Grant may also have other grants contributing to the funding of their project, however, the additional funding amounts must be noted on the grant application.**

#### ☐ **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](mailto:research@asrm.org) Subject Line: SREI Research Grant Application 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.