**Oncology Nutrition Small Research Grant Frequently Asked Questions**

1. **Question**: Do I have to be a member of the Oncology Nutrition Practice Group to apply for the small research grant?

**Answer**: Yes, you must be a member of the ON DPG practice group and an active member of the Academy of Nutrition and Dietetics. If a student would like to apply they could become an associate member of the Academy. Students must be enrolled in an ACEND accredited program to qualify for student membership. A student membership in the ON DPG is also required if applying for the grant. More information regarding this process can be found at <http://www.eatright.org/membershipinfo/#academyassociate>.

1. **Question:** When is the oncology nutrition grant application due?

**Answer**: The grant application and all materials must be submitted by the deadline indicated on the Oncology DPG website and the application itself (midnight of 2/15/19).

1. **Question:** Will applications be accepted after the application deadline?

**Answer:** No. Applications and all related material must be submitted by the application deadline.

1. **Question:** Should the letters of recommendation be included in the application packet or should they be submitted separately?

**Answer:** One application packet should be submitted (one scanned document with all required material). Signed letters of recommendation should be included in the packet.

1. **Question**: What is an award check payment form?

**Answer:** An award check payment form will be required from the award grantee. This will be provided to the grantee after notification of receiving the award.

1. **Question:** My study has not yet been approved by the Institutional Review Board (IRB). Can I still apply for the ON DPG small research grant?

**Answer:** Yes, indicate that your research protocol will be submitted to the IRB (and anticipated time frame to be submitted). Once submitted to the IRB and final approval is granted an update to the Small Research Grant Chair should be made.

1. **Question:** Can I use the grant money to pay for other’s salaries?

**Answer:** The grant may not be used for the applicant’s salary; however, it may be utilized for statistician fees or other fees (e.g. professional transcriptionist). Be sure to clearly indicate what the grant money will be utilized for on the budget form.

1. **Question:** Can I use the grant money for travel or fees for professional conferences if my abstract is selected?

**Answer:** Yes, the grant money could be utilized for this. Be sure to clearly indicate what the grant money will be utilized for on the budget form.

1. **Question:** How will I know that my application has been received?

**Answer:** All applications, upon receipt, will have a response that the application has been received.

1. **Question:** How long will the review process take?

**Answer:** All grant applications will be reviewed within a 4-6 week timeline (after the deadline date, not from time of submitting your application).

1. **Question**: How will I be notified if I am a recipient of the ON DPG small research grant?

**Answer:** All applicants will receive a notification of whether they have been awarded the grant and/or if they have submitted and were not chosen for the grant.

1. **Question:** What is the process of application review?

**Answer:** A panel familiar with the research process will review each application received. A scoring rubric is used to ensure consistency in the scoring process.