

Andrew Runge Memorial Embryology Scientist Research Grant Application Rules

Your completed application and supporting documentation, including letters, must be combined into a single PDF and uploaded via the grant application portal. All material (including letters) must be included in the PDF application package and CANNOT be sent separately or post-application deadline. Applications must meet the following requirements:

1. Completed Grant Proposal Agreement Forms (see Appendices 1 - 3).

2. Title Page

- Title of the project (not to exceed 250 characters, including spaces)
- Applicant's name and credentials
- Applicant's department affiliation, sponsoring institution, and institution contact information
- Applicant contact information including mailing address, telephone number (including cell), and email
- Total funding amount requested

3. Letter of Support

- A letter from your chairman, laboratory director, or program manager (not to exceed two (2) 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.

4. Abstract

- Scientific Abstract (not to exceed 500 words) describing the research proposal, including the potential impact of hypothesis results.
- Lay-person Abstract (not to exceed 200 words) describing the project in general terms

5. Specific Aims of the Research Proposal Presented in NIH Format ([View NIH Introduction to the Specific Aims Page of a Grant Proposal - PMC](#)) (not to exceed one (1) page)

6. A Research Proposal Including the Following Sections (not to exceed three (3) pages)

- Background and Significance
- Research Plan (methodology and statistical analysis plan must be clearly described)
- Preliminary Results (if applicable)
- Resources and Environment
- Timeline for Project Initiation, Implementation, and Completion
- Innovation and Potential Impact
- References/Citations (do not count toward the three (3) page minimum)

7. NIH-style Biosketch

- An NIH [fellowship biosketch](#) should include a specific description of the role of the investigator in the proposed project (not to exceed five (5) pages)

8. Budget

- A detailed budget and budget justification for the project
- This funding opportunity will cover no clinical care costs
- Funds are available for project expenses, research supplies, analysis software, national registries, survey licenses, etc.
- Funds MAY NOT be used towards degree-seeking courses, salary, or the purchase of equipment
- Funds (up to \$500.00) may be used to support conference travel/registration to present a final summary of findings
- This grant does not cover sponsoring institution's indirect costs.

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9. Formatting

- a. Font must be Arial, Georgia, Helvetica, or Palatino Linotype and must be 11 points or larger.
- b. Use paper size no larger than standard letter (8-1/2-inch X 11-inch)
- c. Set margins of at least a half-inch and not greater than one inch on all sides.
- d. Pagination should be included at the bottom of each page
- e. All documents must be combined into ONE PDF FILE and submitted as ONE PDF FILE via the online application link..
- f. Improperly formatted, incomplete, or late submissions will NOT be accepted.

10. Submission and Deadline

- a. All documents must be combined into ONE PDF FILE and submitted as ONE PDF FILE via the online application link.
- b. Deadline for submission is 4:00 pm Central Time on September 1, 2022.
- c. Improperly formatted, incomplete, or late submissions will NOT be accepted.

11. Regulatory Requirements

- a. Human and/or animal use must be approved by the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or their equivalent and documented before funds are released.
- b. Pre-approval by these boards and committees is not required at the time of grant application
- c. Research involving human embryos must comply with all applicable federal and state laws. In addition, human embryo research must be in line with [ASRM's guidance document on the ethics of human embryo research](#). No research may proceed, and funding will not be awarded, until all relevant institutional board(s) and committee(s) reviews have been approved and documentation of such approval has been provided to the CRB Grant Review Committee.
- d. Awardees must provide a letter of approval or exemption from the local IRB if planned activities involve human subjects. If IRB approval or exemption for the project is not obtained within 90 days of the award, the CRB reserves the right to terminate the award.
- e. Awardees must provide a letter of approval or exemption from the local IACUC if planned activities involve vertebrate animals. If IACUC approval or exemption for the project is not obtained within 90 days of the award, the CRB reserves the right to terminate the award.

Selection Process

The review of proposals and determination of awardees will be by the CRB Grant Review Committee. CRB Grant Review Committee members are not allowed to review proposals from their employment institutions. They must recuse themselves from reviewing proposals where there could be a potential conflict of interest. Award notifications will be made by October 15, 2022, and funding will be dispersed by November 30, 2022.

Post-Award Requirements

Reconciliation of funds and a final summary report is due within 90 days of study closure. Research findings must be presented at a national meeting (CRB, ASRM, ESHRE, or similar) within 6 (six) months of study closure.

Acknowledgment of support by CRB and EMD Serono must be included with any publication, abstracts, manuscripts, and/or presentation at a scientific conference or meetings resulting from the funded research.