

✓ APPLICATION CHECKLIST:

All grant applications must include this completed and signed Application Checklist as the **first page of the research proposal PDF to be uploaded to the grant system**. Submissions received without a signed and completed Application Checklist will be considered incomplete and will be disqualified. **Check each box below AFTER verifying that the corresponding document is complete. Please sign this document before submitting.**



☑ Eligibility – double check full criteria, listed in eligibility section, prior to applying

- You (the PI) are currently a member in good standing with ACG or ASGE. Confirm your ACG membership status prior to applying and you must have an ACG member number. Please note that this is different than applying for membership – all new member applications must be submitted by September 17, 2021. For ASGE membership requirements, visit www.asge.org/home/join-us
- Your ACG Member ID is _____.
Write N/A if not a member.
- Your ASGE Member ID is _____.
Write N/A if not a member.
- You are an MD, DO, or PhD based in the United States or Canada.
- You have a research mentor if you are a fellow-in-training. Write N/A in the checkbox if this does not apply.
- You have included a letter from the division chief confirming your ongoing appointment and position at the institution for the duration of the grant if you are a fellow-in-training. Write N/A in the checkbox if this does not apply.
- The science for this award is NOT submitted for another ACG award category.
- There will NOT be award overlap: ACG does not provide duplicate funding (if part of a larger study, the budget explains how funds are not duplicated).

☑ Completion

- You have created an account in the ACG grant system (gi.org/research-awards)
- You have a complete combined PDF, containing all necessary elements in the correct order, with this signed Application Checklist as the first page of the PDF to be uploaded to the grant system.
- You have completed all necessary and relevant tasks required as part of the online grant system for this award application, including investigator information (ACG or ASGE member number, title, email, role for project, institution, and address of institution); a 350-word abstract of the proposed research; listing of research topics; a list of any potential conflicts of interest for investigators; indication of IRB approval status; re-submission status.

☑ Format of Submitted PDF

- All pages must use 11-point font with minimum ½” margins.
- The upper right header of each page must include your name and the award type, in the following format:
Last name, First Name
Award Type
- The upper left header of each page must include the page number.
- The sections of the PDF are numbered to match the Required Order of Submission as indicated on the checklist, with bold headers for each required section, and the section starts on its own page.

☑ Required Order of Submission

- 1. Application Checklist**—This checklist is complete, signed by the PI, and included as the first page of the submitted PDF.
- 2. Cover Letter**—Brief overview of proposed project, team, and disclosures of any conflicts (1-page).
- 3. Impact Statement**—Brief summary of project and its potential impact on the field of gastroenterology and/or endoscopic practice.
- 4. Resubmission Response Letter**— If you are resubmitting this grant proposal, a 2-page (maximum) letter is included that responds to the reviewer’s critiques and outlines how you have updated the application. Do not include this item if not applicable.
- 5. Grant Proposal**—Your research proposal project description should be a maximum of 5 pages (excluding references). It should include the following sections at a minimum: Title and Introduction, Hypothesis & Specific Aims, Background and Significance to Endoscopic Practice, Innovation, Preliminary Data, Approach, Pitfalls, Alternatives and Future Directions.
- 6. References**—Include a list of all necessary and relevant references (limit to 2 pages).
- 7. Biosketches**—A biosketch for each investigator (candidate, mentor, co-investigators) is included, all in the NIH format, and include all current funding. Maximum of 5 pages each. (Use NIH format: grants.nih.gov/grants/forms/othersupport.htm)
- 8. Budget and Budget Justification**—Justify all items (including percentage of effort) with a separate budget justification page. For multiyear projects, budget for years 1 and 2 should be separated. Limit to 1 page per budget year, and up to 2 additional pages for justification.
- 9. Resources and Environment**—List facilities, equipment, and available personnel required to complete this project. Be aware that reviewers may not be aware of the resources and/or patient volumes of your center. (limit to 1 page)
- 10. IRB Status**—Attach IRB approval and/or IACUC approval, if applicable, or indication that IRB approval is pending. If selected to receive the award, funds will not be released until ACG receives a copy of IRB approval, this includes IRB approval from all sites (if multi-site).
- 12. Letter of Support from GIQuIC/Data sources**—A letter of support is required from GIQuIC, and for any other data sources being utilized, which confirms the feasibility of the study proposal and acknowledgement of the costs.
- 13. Letters of support for Co-investigators**—Requested for co-investigators, particularly those from other institutions for multicenter proposals.
- 14. Letters of Support from Division Chief**—if the PI is a trainee, then a letter is required from the division chief.

I certify that I have reviewed the Application Checklist and that all portions of my application are accurate and in the required order and format.

Signature of Principal Investigator

Date

Name (Printed)