

## ✓ APPLICATION CHECKLIST:

All grant applications must include this completed and signed Application Checklist as the **first page of the research proposal PDF that is 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 are a current ACG member. Confirm you are an ACG member in good standing 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.
- Your ACG Member ID is \_\_\_\_\_.
- You are an MD or DO based in the United States or Canada.
- You hold a junior faculty position (instructor or assistant professor) as part of a gastroenterology or hepatology department at a university, medical school, or health care institution.
- You have completed GI fellowship less than seven years ago.
- You will have guaranteed 50% protected clinical research time for the entirety of the three years of the award and have a letter from your division chief that certifies 50% protected time.
- You have a preceptor who will provide mentorship.
- You have NOT been granted a career development award by another organization (if you have, you are ineligible).
- You have NOT received an NIH grant (e.g., R01, R29, K08, K23), or a VA HSR&D Career Development Award.
- You are NOT a fellow-in-training.
- Your submission does NOT involve animal research.
- 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.

### ☑ Completion

- You have created an account in the ACG grant system ([gi.org/research-awards](http://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 member number, title, email, role for project, institution, and address of institution); a 350-word abstract of the proposed research; listing 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. 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.
- 3. Research Proposal**—Your research proposal project description should be a maximum of 8 pages (excluding references). It should include the following sections at a minimum: Specific Aims, Background/Significance, Pilot Data/Previous Work, and Research Plan.
- 4. References**—Include a list of all necessary and relevant references as well as citations in the project description.
- 5. Budget and Justification**—A budget table for each year of the award with clear justification of all costs is included. Costs covered by the institution vs. the ACG JFDA are clearly indicated. Any other costs needed for the project are clearly explained. By submitting the budget, you verify there will be adequate resources to complete the project.
- 6. IRB Status**—An IRB approval letter or indication that IRB approval is pending is included. If selected to receive the award, funds will not be released until ACG receives a copy of IRB approval.
- 7. Conflict of Interest Statement**—Include a COI statement or indicate that none exist.
- 8. Biosketches**—A biosketch for each investigator (candidate, co-investigators, division chief, preceptor) is included, all in the NIH format, maximum of 5 pages each. ([grants.nih.gov/grants/forms/biosketch.htm](http://grants.nih.gov/grants/forms/biosketch.htm)).
- 9. Other Research Support**—List the title, funding agency, total direct costs, dates, including expected dates of notification of pending applications for all current and pending funding for Candidate, Division Chief, and Preceptor. (Use NIH format: [grants.nih.gov/grants/forms/othersupport.htm](http://grants.nih.gov/grants/forms/othersupport.htm)).
- 10. Career Development Plan Statement**—Included a 2-page (maximum) statement describing the benefits of the award to your career development, and a detailed career plan for each year of the award. This includes relevant courses, conferences, and training specific to applicant’s proposal that will (1) advance applicant’s career, and (2) aid in the completion of the proposal aims.
- 11. Letter of Commitment from Division Chief**—The division chief must provide a 2-page (maximum), signed letter that certifies the candidate has 50% protected clinical research time and adequate research facilities. The letter summarizes the candidate’s attributes and their access to training from the home institution and how this may impact their career development. The letter should also indicate that any requirements the institution has with regards to applying for and receiving such funding have been met.
- 12. Letter from Preceptor**—The preceptor / mentor must provide a 2-page (maximum) letter that gives an overview of their assessment of the career development plans and confirms that they are prepared to devote the necessary time and effort and will provide training and supervision.
- 13. Other Letters of Support (Optional)**—Included any optional letters of support that demonstrate involvement and support from additional investigators (for example: other research sites providing patients; specialists who will provide specialized training).

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)