ASGE RESEARCH AWARDS 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 ASGE member.
- ☐ Your ASGE member ID is _____ .
- ☐ You are an MD, DO, PhD, or equivalent degree and currently practicing in North America. (ASGE International Members are eligible to apply. The project justification should explain its relevance to ASGE membership and if there are unique reasons why an international location for the project might be more feasible than in North America.)
- ☐ If you are a trainee, a letter must be provided from the trainee's Division Chief confirming the trainee's ongoing appointment and position at the institution for the duration of the grant. A letter of support from a research mentor must be included.

Format of Submitted PDF

- ☐ All pages must use Arial 11-point font with ≥0.75" margins.
- ☐ The upper right header of each page must include your name (last name, first name) and the award type on each page.
- ☐ The upper left corner header of each page must include the page number.
- ☐ The sections of the PDF are numbered to match the Required Order of Submission indicated on the checklist, with bold headers for each section, and the section starts on its own page.

Required Order of Submission

- ☐ **Application Checklist—**This checklist is complete, signed by the PI, and included as the first page of the submitted PDF.
- ☐ **Cover Letter—**Cover letter is limited to one page and includes a very brief synopsis of the proposed project, investigator team, and disclosure of any conflicts of interest. If the proposal was submitted previously, this should be disclosed in the cover letter.
- ☐ **Impact statement—**A brief summary of the project and its potential impact on the field of gastroenterology and/or endoscopic practice is included. Maximum of 3 sentences.
- ☐ **Abstract—**Include name, institution, project title, mentor name if applicable, and a one-page summary of the proposal including hypothesis and goals. Suggested headings include: Background;

Aims/Hypothesis; Methods; Analysis and Sample size Calculation; Timeline and Feasibility; Future Study. Limit to one page.

- **Grant Proposal—**Your research proposal project description should be a maximum of 5 pages (excluding references). It should include the following headers**:** Title and Introduction, Hypothesis and Specific Aims, Background and Significance to Endoscopic Practice, Innovation, Preliminary Data, Approach, Pitfalls alternatives and future directions, and Timeline with milestones.
- **References—**Include a list of all necessary and relevant references limited to two pages.
- **Biographical sketches—**A biographical sketch for each investigator, mentor and co-investigators is included all in NIH format, maximum of 3 pages each. (grants.nih.gov/grants/forms/biosketch.htm).
- **Budget and Justification—**A detailed budget table with clear justification of all costs (including % effort) and budget items are included with a separate budget justification page. Limit to one page per budget year, and up to 2 additional pages for justification. For multi-year projects, budgets for years 1 and 2 should be separated. The maximum request should be $50,000. Grant support for this amount may be distributed over two years. The second year of continued funding is contingent on satisfactory progress demonstrated in mandatory yearly progress reports.
- **Resources and Environment**—List of facilities, equipment, and available personnel required to complete this project. Reviewers may not be aware of the resources and/or patient volumes of your center. Limit resources statement to one page.
- **IRB Status**—An IRB approval letter and/or IACUC approval if applicable is included. If approval has not been received, confirmation of submission or plans for IRB approval are noted. Alternatively, attach proof of exempt status, if applicable. If selected to receive the award, funds will not be released until ASGE receives a copy of IRB approval.
- **Letters of Support**—Letters of support are required from all listed coinvestigators and key collaborators. Trainees require both a letter from the Division chief and from their research mentor. Limit supporting letters to one page each.

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 Primary Investigator

_____

Date

_____

Name (Printed)