

## CORE GRANT CHECK LIST

### **Application Deadline: Friday, January 15, 2016 at Midnight ET**

Applications must be submitted online at ProposalCENTRAL:

<https://proposalcentral.altum.com/>

**THIS IS A GENERAL CHECK LIST OF REQUIREMENTS FOR EACH CORE GRANT MECHANISM. ALWAYS REFER TO THE FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) FOR GUIDANCE.**

#### **ProposalCENTRAL Tips:**

- When completing the LOI and Application, be sure to save each page before selecting 'Next.'
- All documents will need to be saved in a .pdf format prior to being uploaded.
- **For assistance with the electronic application process, please contact the help desk for proposalCENTRAL: E-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com) Phone (toll-free): 1-800-875-2562.**

#### **I. CREATE/UPDATE PROFESSIONAL PROFILE: Visit proposalCENTRAL**

<https://proposalcentral.altum.com/> and create a new account or update your existing count

- Contact Information
- Degrees
- Research Interests
- Personal Data for Application
- Biosketch
- Enable others to access your profile
- Account information (*link to existing or create Institutional Profile*)

#### **II. CREATE LETTER OF INTENT (LOI)**

- a) Project Title (*Do not exceed 80 characters*)
- b) PI contact information and education
- c) Institution (must have a current profile for the PI to link to)
- d) Grant access to key personnel from your institution
- e) Whether the project is a resubmission (note date if yes)
- f) Other sources of funding (sources should be listed if applicable)
- g) Total award amount requested
- h) Start date and end date
- i) Project Summary/Abstract (2,000 characters max, including spaces. Text only. No special characters or formatting)
- j) Selected 'Focus Area' from key words provided (*can select multiple key words*)
- k) Selected 'Discipline' from key words provided (*can select multiple key words*)
- l) Selected 'Topic Area' from key words provided (*can select multiple key words*)
- m) Validate that everything has been completed for the LOI
- n) Submit

## CORE GRANT CHECK LIST

### III. COMPLETE APPLICATION

1. Receive email entitled 'LOI to American Academy of Otolaryngology has been Approved.' This is your signal that you can begin the online application.
2. Title Page (*Some information will be pre-populated from the LOI*)
  - a. Is this a resubmitted application from a previous year? If yes, refer to the "RESUBMISSION INSTRUCTIONS" for guidance. Do not submit text in the text box other than N/A (if not a resubmission).
  - b. Other sources of funding? If yes, identify sources.
    - i. *Include all financial resources, active and pending for all individuals listed in the application.*
    - ii. *Indicate whether support for the submitted project is being sought after from other funding agencies or organizations.*
  - c. Total amount being requested for the entire project.
  - d. Proposed start and end dates.
3. Download Instructions and Templates to help guide you through the application process
4. Enable other users to access the application
5. Applicant/PI (*Most information is pre-populated from Professional Profile*)
  - a. % effort proposed for PI on this project. (Refer to "INSTRUCTIONS FOR COMPLETING BUDGET AND BUDGET JUSTIFICATION" and sample for guidance)
6. Institution & Contacts (*Some information pre-populated from Institutional profile*)
  - a. Email address for Signing Official
  - b. Email address for Financial Officer
  - c. Email address for Department Head
  - d. Email address for Mentor (if required)
7. Key Personnel % time to be spent on project is required for key personnel. (Refer to "INSTRUCTIONS FOR COMPLETING BUDGET AND BUDGET JUSTIFICATION" and sample for guidance)
8. Abstract (*Completed as part of the LOI submission*)
9. Assurances & Certifications (use of Human Subjects, Vertebrate Animals or involvement of Recombinant DNA?)
10. Research Strategy  
Career Development Grants: 12 page limit for Research Strategy  
Research Grants: 6 page limit for Research Strategy
  - a. Significance
  - b. Innovation
  - c. Approach
11. Specific Aims : *Limited to one page* (State concisely the goals of the proposed research. Refer to "INSTRUCTIONS FOR COMPLETING SPECIFIC AIMS" for guidance.)
12. Budget & Budget Justification
13. Biosketches for PI and all Key Personnel
14. Resources & Environment
15. Letters of Support
  - a. *NOTE: Dependent upon the grant mechanism, you may be required to supply other letters of support such as a preceptor letter, specialty society letter of recommendation, etc. Refer to the FOA of that specific grant mechanism for guidance.*

- CO-INVESTIGATOR,

## CORE GRANT CHECK LIST

- PRECEPTOR, (if applicable)
- MENTOR, (if applicable)
- CONSULTANT,
- COLLABORATOR: If a co-investigator, preceptor, or mentor will play a key role in the project, a letter of understanding from that individual must be submitted, stating what the arrangement will be and what role he or she will play in the project. Also include an appropriate letter from each consultant and collaborator confirming his/her role in the project. Include Biographical Sketch pages for each consultant and collaborator.
- DEPARTMENT/CHAIR HEAD: A Chairman's letter must be included with all applications. Applications must include a letter of reference and support from the applicant's Chairman confirming the applicant's availability for the required period of time, the support of the Department or Division for the project, and availability of resources for the project. For residents, the Chairman's letter must verify that the resident applicant will be permitted to spend the specified time on the project.
- If applying for an ASPO grant, a letter of support must accompany the application from an ASPO member.
- If applying for the Bobby R. Alford, MD Endowed Research Grant, see "Preceptor/Mentor Letter Instructions"

**In general, if an individual's biosketch is included in your application, plan to obtain a letter from that person.**

16. Other Support
  - a. Includes all financial resources, active and pending. Include a section for each of the key personnel listed in the proposal CENTRAL pages, even if they have no currently active support.
  - b. Clearly indicate whether support for the submitted project is being sought after from other funding agencies or organizations.
17. PI Private and Demographic Info (*Pre-populated from Professional Profile*)
18. Optional Appendix (*Supplementary graphs, diagrams, tables, bibliographies, may be submitted in the appendix material. Not to be used to circumvent page limits. Please keep page count to a minimum. Graphs, diagrams, tables, etc., essential to the application must be included in the Research Strategy and follow the 6 or 12-page limit.*)
19. Print Grant Cover Sheet and have it signed by the appropriate signing officials. Scan the signed signature page and upload to the application
20. Run checks within the system to ensure the application is complete
21. Click 'SUBMIT'