



## CHECKLIST FOR AOA GENERAL GRANT APPLICATIONS

Form	Name	Instructions
A	Application Face Page	<ul style="list-style-type: none"><li>• Complete all sections keeping in mind that the project title must contain a reference to the clinical relevance of the project.</li><li>• Indicate if this is a new or resubmitted application, and enter specific titles, departments, addresses, telephone and e-mail addresses, where requested.</li><li>• Ensure all required signatures are provided. Signatures are required for the applicant, department chair, other investigators associated with the project (if applicable), the financial officer/grant administrator and the official authorized to sign for the institution. No “per” signatures are permitted.</li><li>• Indicate the type of project (basic, clinical or health services), the research focus areas and the keyword descriptors. In addition, please indicate all other relevant categories.</li></ul>
B	Key Personnel	<p>Provide information on the following:</p> <ul style="list-style-type: none"><li>• Individuals whose effort is central to the project, both salaried and unsalaried, including experts in the field of this study that should be included on the project as well as other contributors.</li><li>• Biostatistician whose effort is central to the project, either salaried or unsalaried.</li><li>• Include a biosketch for each individual listed.</li></ul>
C	Biosketch	<ul style="list-style-type: none"><li>• Provide information for all personnel on the Research Team.</li><li>• Follow the format on the form for each person.</li><li>• DO NOT EXCEED FIVE PAGES per person.</li></ul>
D	Principal Investigator’s Career Goals	<p>Provide a statement describing your career goals, including a summary of past accomplishments in research, future research goals and how successful completion of this research grant will enhance your potential for future NIH and other large-scale funding.</p>
E	Budget Worksheet	<ul style="list-style-type: none"><li>• Provide a specific budget for the proposed expenditures. The budget should show the items and the amounts requested from the AOA. Only direct costs will be funded.</li><li>• Each budget item should be itemized and justified.</li></ul> <p><b>NOTE:</b> See document entitled, “Budget Worksheet Instructions” for detailed guidelines.</p>
F	Budget Justification	<p>Provide detailed justifications on all expenditures listed on the budget worksheet.</p>
G	Resources (Facilities and Other)	<p>Describe facilities and resources to be used to conduct the research.</p>
H	Project Summary/Abstract	<p>Provide a summary of the proposed activity suitable for dissemination to the public. The abstract/summary is meant to serve as a succinct and accurate description of the proposed work when separated from the application. <b>DO NOT EXCEED 7,500 CHARACTERS</b></p>
I	Statement of Relevance	<ul style="list-style-type: none"><li>• Provide a statement describing the relevance of the project to the AOA’s mission.</li><li>• Provide a statement that explicitly and clearly describes how the research will impact the field of osteopathic medicine and addresses the tenets of osteopathic medicine.</li></ul>



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J	Resubmissions <b>ONLY APPLICABLE IF YOU ARE RESUBMITTING AN APPLICATION</b>	Provide a report that acknowledges the previous comments and note whether or not any changes were made to the proposal. Applicants must indicate what action they took or did not take regarding each comment. <b>DO NOT EXCEED 9,000 CHARACTERS</b>
	<b>The Research Plan</b>	Complete each section on continuous pages. Begin each section with the section headers below: <ul style="list-style-type: none"> <li>• Research Question(s)/Specific Aims (Max. 1 page)</li> <li>• Background and Significance (Max. 3 pages)</li> <li>• Preliminary Studies (<i>if applicable</i>) (Max. 6 pages)</li> <li>• Power Analysis/Methods (Max. 2 pages)</li> <li>• Research Design &amp; Methods (Max. 10 pages)</li> <li>• Human Subjects (<i>if applicable</i>) (Max. 3 pages)</li> <li>• Vertebrate Animals (<i>if applicable</i>) (Max. 3 pages)</li> <li>• Bibliography (Max. 6 pages)</li> <li>• Collaboration (Max. 2 pages)</li> <li>• Prepare a proposed timeline for each of the project's specific aims, demonstrating progress expected at 6, 12, 18 and 24 months</li> <li>• Set forth two to three specific milestones to be achieved per reporting period (Complete chart)</li> <li>• Describe your dissemination plan of the study findings (1/2 page)</li> </ul> <b>NOTE:</b> See document entitled, "The Research Plan Instructions" for detailed guidelines.
K	Required Reports <b>ONLY APPLICABLE IF YOU RECEIVE A GRANT</b>	<ul style="list-style-type: none"> <li>• Progress reports should be a brief presentation of the accomplishments of the research project during the reporting period, in language understandable to a biomedical scientist who may not be a specialist in the project's research field. Progress reports are due semi-annually (every six (6 months)).</li> <li>• A final report for the study shall be submitted within 90 days following the close of the grant period.</li> <li>• A grant that is extended beyond the original funding period shall continue submitting progress reports semi-annually (every six (6 months)).</li> </ul>
L	Budget Report Worksheet <b>ONLY APPLICABLE IF YOU RECEIVE A GRANT</b>	<ul style="list-style-type: none"> <li>• Detailed financial reports should be an itemized listing of expenditures used. Financial reports are due semi-annually (every six (6 months)).</li> <li>• A final financial report for the study shall be submitted within 90 days following the close of the grant period.</li> <li>• A grant that is extended beyond the original funding period shall continue submitting financial reports semi-annually (every six (6 months)).</li> </ul>