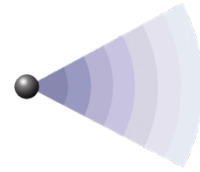


# AMERICAN HEARING RESEARCH FOUNDATION



## REGULAR GRANT APPLICATION CHECKLIST

Please use this checklist as a guide and easy reference as you prepare to complete the online grant application. You will need to gather the following:

- ✓ Title Page (first page of proposal)
  - Title of research project
  - Principal investigator(s) names
  - Credentials
  - Institution name
  - USPS mailing address
  - Telephone number
  - E-mail address
  - Financial officer contact information
- ✓ Description
  - Brief description of the project
  - Include performance site and key personnel of project
- ✓ Table of Contents
  - Include all first-level headings with page numbers
- ✓ Detailed Budget
  - Provide a one-year budget (or two-year budget if you are applying for a special grant that spans two years) that includes salary for support staff (students, post-doctorate fellows, etc.), equipment and supplies
  - Do not include salaries for principal investigator(s), travel expenses, or overhead as AHRF does not fund these costs
  - Budget should include the total amount requested
- ✓ Biographical Sketch
  - Include contact information (USPS mailing address, telephone, e-mail, etc.) with each investigator's biographical sketch page
  - List all publications (maximum, two pages), current funding, pending funding, and requested funding
  - Indicate what you will do if you receive overlapping funding
  - Letters of support from colleagues are welcome, but not required (Include any letters of support within your proposal document whenever possible)
- ✓ Main Body
  - Include specific aims of the project (body no longer than 10-15 pages at 12-point type, standard margins); background and significance; methods; and what type of subjects (human or animal), if applicable
- ✓ Progress Report (For Renewal Projects Only)
  - If you are requesting your proposal be renewed for additional funding which is considered on a case-by-case basis