

APPLICATION CHECKLIST For Regular, Meniere's Disease, and ACI Alliance/AHRF Grants

Please use this checklist as a guide as you prepare your online grant application. Your application should include the following:

- Title Page (first page of proposal)
 - Title of research project
 - Principal investigator(s) names
 - Credentials
 - Institution name
 - USPS mailing address
 - Telephone number
 - Email 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, email, 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