

GRANT PROPOSAL DEVELOPMENT CHECK LIST FOR PROSPECTIVE INVESTIGATORS

- _____1. Investigate an innovative research project or program idea.

- _____2. Thoroughly researched relevant osteopathic literature and also the relevant scientific and medical literature. Discuss the project with other interested individuals.

- _____3. Consider aspects of government regulation including: a) animal care, b) biohazard, c) Institutional Review Board (IRB) process.

- _____4. Investigate research funding sources to identify additional sponsors, particularly for large projects as The Cranial Academy Foundation, Inc., funds at this time are relatively limited.

- _____5. To clearly develop a grant proposal during this process, you will need to follow the protocols listed in The Cranial Academy Foundation, Inc., manual which would include a rational proposal, research of literature base, appropriate regulatory and safety committee, budget, and ultimate writing of the proposal.

- _____6. Develop a proposal budget to include both direct costs which would be supplies and equipment, indirect costs which would be facility and administrative costs. Make sure that the research project would be adequate in terms of design and statistical analysis to provide appropriate outcome.

- _____7. Ask a trusted colleague or two to critically review your proposal in progress and consider recommendations from your sources.

- _____8. Complete all required information and submit it to The Cranial Academy Foundation, Incorporate by April 1, prior to the next scheduled Board meeting for consideration.

- _____9. Anticipate publication or completion requirements for your results or product.

At the time of submission, the proposal will be distributed to reviewers on the Committee for Research for recommendations. If your proposal requires modification, it will be returned to you. If it is accepted for consideration by The Cranial Academy Foundation Board, it will be presented and approved or disapproved. Some fine projects unfortunately would not be awarded funding because of the limited resources of The Cranial Academy Foundation.