



Community Grant Program

LETTER OF INQUIRY

To be considered for this grant opportunity, the Letter of Inquiry must be emailed to FoundationGrants@acaai.org no later than February 15. We strongly recommend that applicants carefully review the [Funding Opportunity Announcement](#) for our program areas of focus, criteria, and restrictions before submitting a Letter of Inquiry

Project Information

Project title (*limited to 30 words*)

A brief descriptive title for your project.

Which category of grant are you applying for?

Planning/Exploratory Grant

Implementation Grant

Proposed start date If the grant for the project is approved, when do you anticipate being able to start? (Grants must be started no later than August 1, 2024)		
Proposed end date If the grant for the project is approved, when do you anticipate being able to complete your project? Be sure to include time to complete and submit any grantee reports. Please be realistic, rather than optimistic. (Planning/Exploratory grants must be completed no later than 8/1/2025, and Implementation grants can have up to 8/1/2026 if requested)		

Amount Requested (*limited to 150 words*)

Provide a brief justification for the requested funding and what expenses it will cover. (up to \$10K for a Planning Exploratory Grant; up to \$25,000 for an Implementation Grant)



Narrative

What challenges faced by community practicing allergists does your project address? *(limited to 300 words)*

Why are you the right person, team, or organization to address this problem? *(300 words)*

Brief description of past experience, key partnerships, and what you've done to address this problem so far. (Do not paste in CV, this should be included as a separate attachment.)



Describe the project design. *(limited to 500 words)*

Brief description of the project design and methodology and how it will address the problem. (Please save info on goals, objectives, and outcomes for the next question below.)

What are the goals, objectives and outcomes for the project? *(limited to 500 words)*

Please briefly describe 1) The overall broad GOALS for your project; 2) The realistic, specific, concrete OBJECTIVES you plan to accomplish to achieve the goals; and 3) Specific, measurable OUTCOMES (effects) you expect to come out of the project.



CV/Resume Attachment

Please attach your CV/Resume (NIH format).

Please answer each question below by placing a check mark next to your answer.

	Yes	No
Do you have another source of funding for the proposed project?		
I am a 1 st year Fellow-in-Training at an accredited Allergy/Immunology program and member of the College and the Training Program Director for my institution is a member of the College.		
I am a 2 nd year Fellow-in-Training at an accredited Allergy/Immunology program and member of the College and the Training Program Director for my institution is a member of the College.		
I am a practicing allergist and member of the College with less than 10 years in clinical practice.		
I am a practicing allergist and member of the College with more than 10 years in clinical practice.		

Signature

Date

Printed Name

Fellow-in-Training Applicants Only: Oversight of the project by the Training Program Director is required. By signing below, the Training Program Director acknowledges they support the project and are willing to serve as the principal investigator of record.

Signature of Training Program Director

Date

Printed Name

Attestation Form

If selected to submit a full proposal, you'll be asked to complete an Attestation Form which contains the statements that are listed below. Agreement to the terms are a requirement in order to receive a grant.

I understand and agree that the project start date is no later than August 1st.

I understand and agree that the project must be completed within 12 months if funded by a planning/exploratory grant and 24 months if funded by an implementation grant.

The funds from this grant will be solely dedicated to this project.

The funds from this grant will not be used for salary support for the primary investigator.



I understand that research projects involving human subjects may require IRB approval; I will seek the appropriate review/approval at my institution or a collaborating institution.

I understand that an abstract for presentation at the ACAAI Annual Scientific Meeting will be submitted by the PI.

I understand that *Annals of Allergy, Asthma and Immunology* will be given first right of refusal to publish the findings.

I understand that any publication or presentation (including a poster or oral abstract presentation) of the material based on or developed under this project must include an acknowledgement of the Allergists' Foundation's grant support.

I understand the PI is required to submit a progress report (every 6 months of the project start date) and a final report (within 3 months of completion).*

I understand and agree that failure to complete the reports within the specified timeframe by the PI may result in the grant being suspended at which point you may be asked to return the funding to the Allergists' Foundation.

I understand and agree that unused funds in excess of \$2,5000 will be returned to the Allergists' Foundation upon the completion of the project.

*See the reporting requirements for additional information.