**Section 995.100 Application for Grant**

a) The Department shall provide written application instructions and forms to potential applicants.

b) The Department will request a letter of intent from prospective applicants approximately one month before applications are due. A letter of intent is not binding on the prospective applicant. A letter of intent shall include the descriptive title of the proposed research; the name, address and telephone number of the principal investigator; the names of other key personnel; the names of participating institutions; and, if applicable, the type of grant for which the application is being submitted.

c) All applications shall include the following:

1) The name, address and telephone, FAX and teletypewriter (TTY) numbers, if available, of the institution applying for the grant.

2) The principal investigator's name, address and telephone, FAX and TTY numbers, if available.

3) The curriculum vitae of the principal investigator or principal investigators.

4) A one-page nontechnical abstract that describes the significance of the applicant's project for stem cell research.

5) The applicant's TIN or the Governmental Unit Code assigned by the Illinois Comptroller.

6) The signature of the principal investigator and agency official authorized to certify the application.

7) An approximate timetable for project expenditures and completion.

8) Background data and information justifying the project.

9) A detailed budget for the project period, documenting sufficient resources to carry out the project. The budget shall be by line item category and shall provide sufficient detail to justify the use of grant funds to support project activities. The applicant shall indicate the total cost of conducting the project; the anticipated funding request for each year of the project period; the source of other funds in hand supporting the research project; other grants or funds awarded, denied or pending; and the amount of support requested from the Department.

10) A Statement of Assurances, signed by a responsible official, indicating compliance with applicable State and federal requirements.

11) A statement of the type of grant being requested (see Section 995.60(a)).

12) A statement of the research question or hypothesis or a description of interventions or model programs on which the research will be based.

13) A prioritized listing of measurable objectives for the project period.

14) Proposed activities for experiments, scientific rationale and relevant reference to existing works.

15) The evaluation methods to be used to measure progress in achieving objectives and a plan for monitoring the overall project.

16) A sample informed consent document (with patient identifier information removed) and a description of the informed consent process that meets the criteria for informed consent set forth in this Part (see Section 995.90(e)).

17) The written guidelines under which the research will proceed and documentation of approval from the IRB, and, if the grant activities require, from the ESCRO committee and IACUC.