

**ASDA Education and Research Foundation  
Grant Request Submission Requirements**

1. Title Page
  - a. Title of proposal
  - b. Name and address of investigator and/or institution
  - c. Name of contact person
  - d. Date
  
2. Summary Page (300 words)
  - a. Summary of proposal including:
    - i. The current context or situation
    - ii. How to address the problem
    - iii. Why this is a good approach
    - iv. What will be the impact
    - v. Who will benefit
    - vi. How long will it take
    - vii. Overall cost
  
3. Contents Page
  - a. List the main headings and page numbers
  
4. Proposal
  - a. Context (1 page)
  - b. Relevance (1/2 page)
  - c. Objectives (1/2 page)
  - d. Process (3-4 pages)
  
5. Conclusions and budget
  - a. Brief summary of the request and budget summary
  
6. Appendices
  - a. Detailed technical description of the project, methods, timetables, and budget
  
7. References
  - a. Detailed listing of supporting references

\*Note: Funds will not be released pending IRB approval where indicated