



## GRANT PROPOSAL GUIDELINES

The ADEAGies Foundation—the philanthropic arm of the American Dental Education Association (ADEA)—is committed to improving oral health of the public and advancing innovations in the profession of dentistry by ensuring a robust future faculty and supporting the development of leaders in academic dentistry.

### Eligibility

Any ADEA [member](#) at U.S.-based non-profit organizations (exempt from federal taxes under section 501(c)(3) of the IRS Revenue Code) and Canada-based nonprofit charitable organizations—including higher education institutions, dental schools, advanced dental and allied dental programs—whose Grant Application has been approved are invited to submit a grant proposal. All proposals must demonstrate how the grant award would support dental education development, scientific achievement within the recognized dental specialties, oral health education or research. ADEAGies Foundation grant funding will be awarded to organizations/institutions on an annual basis for a one-year period. An organization/institution may submit a grant renewal request to the Foundation for consideration of a second year of funding. Awardees who have received approval for a no-cost extension must wait a minimum of two years prior to submitting any further grant funding requests.

### Review Criteria

All proposals will be evaluated for their alignment with the ADEAGies Foundation’s mission and goals. Preference will be given to proposals that broadly include dental, allied dental, advanced dental programs, and leaders advancing research, programs and special initiatives, such as community service.

### Categories of LOI and Proposals Aligning With Foundation Mission and Goals

To be considered, proposals must explicitly demonstrate support for at least one of the following focus areas.

- (National and international) higher education systems: Study and strengthen dental education.
- Studies that lead to full-time faculty development in leadership, improved teaching and research, and support diversity and inclusivity.
- Oral health-related research: Increase capacity of academic dental institutions to conduct research.
- Develop and evaluate innovative dental education curricula and pedagogy to meet the changing environments in dental education, research, leadership and service.
- Research in underserved populations helping dental and allied dental education programs, ensuring access to oral health care for all.

- Assess and develop programs to promote professional ethics, social responsibility, a diverse and inclusive workforce, cultural competence and values that sustain the profession for the public good.
- Recognize and support scientific achievement within the recognized dental specialties.
- Teaching and learning in dental education: preparing faculty for teaching dental and dental hygiene students in contemporary and innovative modes designed to advance learning in classrooms and clinics, and in small and large group settings. Additional consideration will be given to proposals that advance inclusive pedagogy, patient-centered, efficient learning models and financially sustainable methods based in outcomes research that address broad approaches to improving access in programs and communities.
- The ADEAGies Foundation Board of Trustees has the right to determine thematic funding priorities for any grant cycle.
- Full proposals are limited to 10 pages, including budget and budget justification.

**Incomplete proposals will not be considered. Be sure to:**

- Verify that all sections of the proposal are complete.
- Verify that the proposed budget is complete.

E-mail the original proposal in PDF format to [ADEAGies-GrantProposals@adea.org](mailto:ADEAGies-GrantProposals@adea.org).

**Review Process**

The ADEAGies Foundation Grants Committee will assess proposals for merit that are complete, clearly define the purpose of the program or project and are compliant with the proposal guidelines. The committee may request additional information. The ADEAGies Foundation may share with reviewers information from any submitted proposal about the Principal Investigator (PI) and team, the affected community or the proposed work. By submitting a proposal, you give the ADEAGies Foundation permission to share the submitted information.

The ADEAGies Foundation may change these guidelines or award grants that do not fall within the range of these guidelines at its discretion.

**Award Proposal Process—New Programs or Projects**

The proposal is due **Feb. 1** of the funding cycle year.

**Full Proposal Due Date** .....Feb. 1

Proposals are by invitation and follow an approved application.

**Notification of Proposal Decision** .....April 5

Principal Investigators (PIs) will be notified by email of the committee’s decision.

PIs of accepted proposals will receive a grant agreement.

**Grant Agreement Due Date** .....May 15

The grant agreement will outline the grant period, payment schedule, terms and conditions, and reporting deadlines. A W-9 must be submitted as well.

**Grant Award Payment Sent** .....by July 15

Payment cannot be sent until a W-9 form is received.

## **Grant Award Cycle—Funded Programs or Projects**

The grant cycle runs from Sept. 1 through Aug. 31. Funding is subject to availability of resources and approval of the ADEAGies Foundation. Annual funding levels are set by the ADEA/ADEAGies Foundation. Awards are for one year; if additional funding is sought, grant recipients can request a one-time grant renewal with their Interim Progress Report.

## **Statement of Intent to Fund**

Financial support for grant funding is at the discretion of the ADEAGies Foundation Board of Trustees. The amount of funding for grants and number of grants awarded may vary from year to year.

## **Payment and Accounting of Grant Funds**

Checks are made payable to the grant recipient organization/institution for accounting and tax purposes and sent to the PI, who is required to give a full and accurate accounting of expenditures. The grant recipient organization/institution must use the funds awarded for the specific purpose for which they were intended. The ADEAGies Foundation requires a written detailed accounting of how the grant funds were used and the overall results of the funded program or project. This required documentation is due by Sept. 30, or 60 days following completion of use of all disbursed grant funds (whichever is sooner). Any funds not used during the grant cycle must be reported by July 20; upon request, the unused funds request may be converted to a no-cost extension. Note that until all no-cost extension funds are used, the grant recipient is ineligible for a new or renewal grant. All checks must be deposited within 30 days of receipt or funding may be forfeited.

## **Funding Restrictions**

The ADEAGies Foundation does not fund the following:

- Operational phases of established programs.
- Capital expenses (facilities and equipment, except as part of a programmatic effort).
- Indirect, fringe benefits or overhead costs.
- Capital campaigns or annual funds.
- Conferences and special events that are not part of a larger programmatic effort.
- Films, television, radio programs or other public awareness initiatives, unless they are key aspects of a programmatic effort.
- Direct patient care services.
- Clinical demonstration projects.
- Discretionary or emergency requests.
- General operational expenses as distinct from program or project costs (e.g., rent, utility bills).
- Individuals or individual research programs outside of the programmatic effort.
- Lobbying and/or political campaigns or endorsements.
- Organization/institution budget shortfalls.
- Goods or services purchased prior to notification of the grant award.
- Recurring personnel costs that the institution should provide will not be permitted.

- Extensive travel expenses not directly related to programmatic effort and that do not directly affect project outcomes.
- Food subsidy used as an incentive for support staff and student participation.

**Note the following:**

- In each grant cycle, only one proposal submission per individual or institution will be accepted.
- Incomplete proposals will not be considered or returned for resubmission by the PI.
- Critiques of proposals will not be provided.
- Due to the volume of proposals, we cannot respond to inquiries regarding review status (see page 2 for proposal process timeline).
- Only the material requested in the guidelines will be considered during the review. Additional items submitted with the proposal (e.g., CDs or videos) will be discarded.

**Post-Award Requirements**

Once the proposal has been approved, you will receive a full package of documents outlining the requirements provided below:

*Grant Agreement Letter*

The ADEAGies Foundation liaison will provide all PIs with the document to sign and return by **June 5**.

*Presentation Policy*

Upon request, the awardee will be provided with the ADEAGies PowerPoint Template to be used for all public presentations.

*Payment Policy*

The ADEAGies Foundation will process award payments beginning on July 1. Your organization's/institution's W-9 must be received before payment can be processed.

All payments by check must be deposited within 30 days of receipt to avoid the potential of forfeiture of funding.

*Notification of Significant Change Policy*

The ADEAGies Foundation should be notified immediately via email [ADEAGiesGrants@adea.org](mailto:ADEAGiesGrants@adea.org) if there is an unforeseen significant change (e.g., PI, structural or leadership change within the organization/institution).

*Interim Progress Report*

Submit an Interim Progress Report using the ADEAGies Foundation's template, which summarizes the focus of your program or project. Describe your progress toward the objectives established in your application and what remains to be completed. Request an additional year of funding, if applicable. Note any anticipated unused funds. **Interim Progress Reports are due Jan. 15** and may be submitted via email [ADEAGiesGrants@adea.org](mailto:ADEAGiesGrants@adea.org).

### *Requests for No-Cost Extensions*

At your request, the ADEAGies Foundation will provide you with a form to summarize the reasons for the extension and amount of time requested to complete programmatic effort.

### *Final Report*

Submit a Final Report using the ADEAGies Foundation's template, which summarizes your programs or projects focus. Specify how the results met the objectives established and provide an itemized breakdown of how the grant funding was utilized. **Final Reports are due Nov. 1 following project completion (16 months after funding awarded).**

### *Authorization*

Funding of a grant award authorizes the ADEAGies Foundation to use the grant recipient's formal organization/institution name in promotional materials. The awarded grants may be featured on the ADEAGies Foundation web page, social media, blog, annual report and other ADEAGies publications.

### **Contact Information**

Questions about the grant proposal process can be sent to [ADEAGies-GrantProposals@adea.org](mailto:ADEAGies-GrantProposals@adea.org).

### **Proposal Submission**

E-mail the original proposal in PDF format to [ADEAGies-GrantProposals@adea.org](mailto:ADEAGies-GrantProposals@adea.org)



## GRANT PROPOSAL OUTLINE

Proposals should include the following information, preferably in the order indicated. The proposal itself should not exceed 10 pages including budget and budget justification, single-spaced, in a font size no smaller than 11-point with margins no smaller than one inch on all sides. The proposal should also include a one-page cover letter/page and a proposed budget.

The cover letter/page should include the following information:

- Date
- Formal Name of Organization/Institution
- Address
- City/State/ZIP
- Name, Title, Phone, and E-mail of Principal Investigator
- Program or Project Name
- Grant amount requested from ADEAGies Foundation

The proposal document should expand on your approved application.

- Elaborate on the mission and goals of your program or project and how they align with the mission of the ADEAGies Foundation. Be sure to include which focus area(s) it will address (see Guidelines above for list of focus areas).
- Explain how specifically the grant funds will be used.
- Provide more detail on how you will measure the anticipated impact, outcome or success of your program or project. Include any specific events, documents, presentations, or other material results.
- List the names and designations of persons, and their role on this program or project. Also include any organizations and institutions involved, and how they contribute or are essential to the program or project.
- Include specific details outlining how you will recognize the Foundation.

Use the proposal budget spreadsheet to provide a full estimated program or project budget.

- Complete only the areas that are relevant for your budget; leave irrelevant sections blank, do not delete them.
- Do not enter any information in the yellow cells. These cells contain formulas that will calculate your costs and roll them up into the overall budget.
- During the proposal stage, you will not enter any information into the Actual Expenditures column.
- Under personnel, no more than three individuals will be funded.