



Letter of Intent Instructions

The first step in being considered for an ADEAGies Foundation Grant is for Principal Investigators (PIs) to submit a Letter of Intent (LOI). The LOI must include a cover page with demographic and other information along with the one-page letter that addresses the questions below. The LOI itself should not exceed one page, single-spaced, and should use a font size no smaller than 11-point with margins no smaller than one inch all around.

Cover Page

- Demographic information (e.g., Organization/Institution, Principal Investigator name and title, email/phone/ mailing address, Program/Project Name).
- Information about any other significant sources of funding support to date for this program/project, both received and requested.
- Grant amount expected to be requested from the ADEAGies Foundation and estimate of how that funding will be divided between administrative and programming costs.
- If your organization/institution has previously applied for a grant from the ADEAGies Foundation (funded or unfunded), please provide information on those applications.

LOI Items to Address

1. Describe your program's/project's mission and goals, how they align with the ADEAGies Foundation's mission.
2. Which focus area(s) are addressed (see Proposal Guidelines document for list). What specific question(s) or issue(s) will your program/project address?
3. If approved, how will you use the grant funds specifically?
4. List the names and designations of persons and their roles on this project and any organizations and institutions involved with your program or project and how they contribute or are essential to the project.

LOIs that do not meet the above criteria will not be considered.

Note: The ADEAGies Foundation cannot inform PIs of missing information.

Email your LOI with cover page to ADEAGies-Letter_of_Intent@adea.org.

Letter of Intent Guidelines

The ADEAGies Foundation—the philanthropic arm of the American Dental Education Association (ADEA)—is committed to improving the 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 a U.S.-based nonprofit organization (exempt from federal taxes under section 501(c)(3) of the IRS Revenue Code) or Canada-based nonprofit charitable organization—including higher education institutions, dental schools, advanced dental and allied dental programs—is eligible to submit a Letter of Intent (LOI) for a grant. LOIs must demonstrate how the grant award would support dental education development, scientific achievement within the recognized dental specialties, oral health education or research. Non-member institutions/organizations are excluded from receiving funding.

Individuals whose LOI has been approved will be invited to submit a Grant Proposal. Proposals expand on how the grant award would support dental education development, scientific achievement within the recognized dental specialties, oral health education or research.

In each grant cycle, only one LOI/proposal submission per individual will be accepted; no more than four individuals from the same organization/institution can receive a grant from the Foundation in the same funding cycle.

Funding for multiyear programs or projects are granted only one year at time with no guarantee of continued funding. There is a two-year maximum on grant funding for a single program or project.

ADEAGies Foundation grant funding will be awarded to organizations/institutions on an annual basis for a maximum of two consecutive years. Awardees who have received approval for a no-cost extension must wait a minimum of two years before to submitting any further grant requests.

Review Criteria

All LOIs will be evaluated for their alignment with the Foundation's mission and goals. To be considered, LOIs must support at least one of the following focus areas.

- **Higher education systems:** study and strengthen dental education as part of national and international systems.
- **Faculty development:** encourage diversity and inclusivity of full-time faculty leadership, teaching and research in support of institutional capacity building.
- **Oral health-related research:** increase capacity of academic dental institutions to conduct research.
- **Dental education curriculum development:** evaluate and develop innovative curricula and pedagogy to reflect changing environments in dental education, research, leadership and service.

- **Research in underserved populations:** help dental and allied dental education programs develop strategies to provide access to oral health care for all.
- **Professional ethics and social responsibility:** develop programs that promote a diverse and inclusive workforce, and support cultural competence and values that sustain the profession for the public good.

LOIs will be reviewed for the following aspects:

- Collaboration intra-departmentally and/or across member institutions and organizations.
- Member institutions/organizations that have not previously received a Foundation grant.
- Projects or programs that have additional or matching funding

Review Process

The ADEAGies Foundation Grants Committee will assess LOIs for merit that clearly define the purpose of the program or project and are compliant with the LOI instructions. The committee may request additional information.

By submitting an LOI, PIs give the ADEAGies Foundation permission to share with reviewers any submitted information about the PI, the affected community or the proposed work.

The Foundation may change these guidelines at its sole discretion.

LOI and Proposal Timelines

The ADEAGies Foundation Grant Lifecycle is available on the ADEAGies website [\[link\]](#).

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. Each grant is for one year and is limited to a minimum of \$10,000; if additional funding is sought, grant recipients can request a 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. 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.

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 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 salary commitments for additional personnel or student workers.
- 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:

- Funds are allowed to be used for temporary, one-time expenditures for a consultant engagement.
- In each grant cycle, only one LOI/grant proposal submission per individual will be accepted; no more than four individuals at the same organization/institution can receive a grant from the ADEAGies Foundation in the same funding cycle.
- Incomplete submissions will not be considered or returned to the PI for resubmission.
- Critiques of LOIs will not be provided.
- Due to the volume of requests, we cannot respond to inquiries regarding LOI review status (see the grant cycle timeline on the ADEAGies website [\[link\]](#)).
- Only the material requested on the LOI will be considered during the review. Additional items submitted with the LOI (e.g., CDs or videos) will be discarded.

Post-award Requirements

Once a proposal has been approved, the PI will receive a full package of documents outlining the requirements 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. The W-9 of the PI's organization/institution must be received before payment can be processed.

Notification of Significant Change Policy

The ADEAGies Foundation should be notified immediately via email to ADEAGies-Grants@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 the program or project. Describe the progress toward the objectives established in the proposal and what remains to be completed. Request an additional year of funding, if applicable. Note any anticipated unused funds.

Requests for No-Cost Extensions

At the PI's request, the ADEAGies Foundation will provide 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 the program's or project's focus. Specify how the results met the objectives established and provide an itemized breakdown of how the grant funding was utilized.

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 regarding the grant LOI process and the final LOI can be emailed to [ADEAGies-Letter of Intent@adea.org](mailto:ADEAGies-Letter_of_Intent@adea.org).