ADEAGIES
F O U N D A T I O N

Information for Grant Applicants

GRANT APPLICATION 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 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 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 allied dental 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.

Incomplete proposals will not be considered.
- Verify all sections of the proposal are complete.
- Verify that the proposed budget is complete.

Review Process

The ADEAGies Foundation Grants Committee will assess applications for merit that are complete, clearly define the purpose of the program or project and are compliant with the application guidelines. The committee may request additional information. The ADEAGies Foundation may share with reviewers information from any submitted application 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. Note, all deadlines are firm. No exceptions will be made.

Award Application Process—New Programs or Projects

The initial application is due 10 months prior to the start of the funding cycle.

New Grant Application Due Date .... Sept. 1
Late or incomplete applications will not be considered.

Notification of Application Decision .... Nov. 30
Applicants will be notified by email of the committee's decision. Successful applicants are notified that full proposal submission is requested.

NOTE: If an application is approved to submit a full proposal, the following timeline will apply. Proposals are by invitation and follow an approved application.

Full Proposal Due Date.. Feb. 1

Notification of Proposal Decision..Apr. 5
PIs will be notified by email of the committee's decision. PIs of accepted proposals will receive a grant agreement.

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 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.

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 benefit 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 application submission per individual or institution will be accepted.
- Incomplete applications will not be considered or returned for resubmission by the applicant.
- Critiques of applications will not be provided.
- Due to the volume of applications, we cannot respond to inquiries regarding application review status (see page 2 for award application process timeline).
- Only the material requested on the application will be considered during the review. Additional items submitted with the application (e.g., CDs or videos) will be discarded.

Post-Application Requirements
Once the application has been reviewed, you will receive a letter informing you of the next steps.

Notification of Significant Change Policy (during the application phase)
The ADEAGies Foundation should be notified immediately via email to ADEAGies-Letter_of_Intent@adea.org if there is an unforeseen significant change (e.g., PI, structural or leadership change within the organization/institution).

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 application process can be sent to:
ADEAGies-Letter_of_Intent@adea.org

Application Submission
E-mail the original application plus six complete copies to:
ADEAGies-Letter_of_Intent@adea.org

ADEAGIES
FOUNDATION

GRANT APPLICATION

Date:_____

Organization/Institution:_____

Address:_____

City/State/ZIP:_____

Name and Title of the Principal Investigator:_____

Phone:_____ E-mail:_____

Program or Project Name:_____

Is your organization/institution: ☐ a U.S. nonprofit IRS 501(c)(3) charity organization
☐ a Canadian non-profit charitable organization

What are your principle sources of support to date for this project, both received and requested?

Source	Amount Received	Amount Requested
Foundations	$	$
Government	$	$
Earned Income	$	$
Individual Contributions	$	$
Institutional Contributions	$	$
Corporate Contributions	$	$
Fundraising	$	$
Other	$	$

Grant amount requested from ADEAGies Foundation: $_____

For the program or project for which you are seeking grant funding, how much of the budget is:

Administrative Cost: $ _____   Programming Cost: $ _____

If needed, use one separate sheet per question to answer questions 1 through 8:

1. Describe your program's mission and goals, how they align with the ADEAGies Foundation's mission, and which focus area(s) it addresses (see Guidelines for list).

2. If approved, how will you use the grant funds specifically?

3. How will you measure your program's or project's impact, outcome or success?

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.

5. Provide an overview of your estimated program or project budget. If your application is approved, a full budget will be required as part of the full proposal.

Personnel Salaries	$
Consultants	$
Conference/Event Expenses (e.g., registration, exhibiting, travel)	$
Office Operations (office supplies and materials, postage and shipping, printing)	$
Other/Miscellaneous	$
Total	$

6. If a grant is awarded, which of the following are you able to provide from your program or project:
   ☐ Participant testimonials
   ☐ Participant stories
   ☐ Conference presentations
   ☐ Other

7. If a grant is awarded, how will you recognize the ADEAGies Foundation? Include any planned use of signage, official ADEAGies logo, media announcements, etc.

8. If your organization/institution has previously applied for a grant from the ADEAGies Foundation (funded or unfunded), please provide information on those applications.

Year Applied	Program or Project Title	Applicant Name	Institution	Amount Requested	Amount Awarded

By signing below, I certify that all information in this application is true and correct to the best of my knowledge.

Signature: _____   Date: _____

Print Name:_____

Incomplete applications will not be considered. Be sure to:
*   Verify that all sections of the application are complete.
*   Sign and date the application.

E-mail the original application plus six complete copies of the application to:
ADEAGies-Letter_of_Intent@adea.org