



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 evidence-based innovations in the dental professions by ensuring a robust future faculty and supporting the development of leaders in academic dentistry. This guidance document provides the essential components of the grant application process.

ADEAGies Foundation Grants Program

The Foundation supports a small grant program with annual offerings. Grant applicants must follow the criteria outlined below in the two-step process of the program. The Foundation does not provide feedback or entertain questions about submissions. Funding depends on available resources and alignment with the mission and emphasis of the Foundation. Partial funding may be awarded due to reasons outlined in this document. Decisions of the Foundation are final.

Step 1: Provide a Letter of Intent (LOI) as directed below. Complete the application form and submit both the Letter of Intent and grant application form in one PDF document by the LOI deadline (September 1).

Submissions are evaluated by a committee of the ADEAGies Foundation Board of Trustees. A notice of invitation to submit a full proposal will be sent by the end of November each year.

Step 2: Qualifying applicants must submit their full proposals by Feb. 1 using the fillable PDF form provided, being sure to observe the 10-page limit, which includes the budget page.

NOTE: Incomplete LOIs and applications will not be considered. Submissions made without the approved form will not be considered.

Please note the following requirements:

- Only one submission per institution/organization per year.
- The dean or CEO of the program or organization must sign off on both the LOI and application.
- All submissions must be signed by the project principal investigator (PI) or other appropriate institutional representative.
- Complete LOI applications and full proposals must be submitted on the provided fillable PDF forms. Submissions not on official forms will not be considered.

- Any LOI, application or proposal that contains an AI component must include a statement of how the AI platform used will be trained to adhere to ethical and equitable design and use to avoid bias.
- The Foundation does not support funding for benefits or indirect expenses. Please see complete list of non-covered expenses below.

Eligibility

Any ADEA [member](#) at U.S.-based 503(c)(3) nonprofit organizations and Canada-based nonprofit charitable organizations (including higher education institutions, dental schools, advanced dental and allied dental programs) whose grant application has been approved is 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 programs or specialties, oral health education or research. ADEAGies Foundation grant funding will be awarded annually to organizations/institutions to cover 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 and special initiatives such as community service.

Categories of Proposals Aligning With Foundation Mission and Goals

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

- Programs to study and strengthen national and international higher education in oral health.
- Studies that lead to full-time faculty development in leadership, improved teaching and research and that support inclusivity.
- Systems to increase and support the capacity of academic dental institutions to conduct oral health related research.
- Development of innovative dental education curricula and pedagogy to meet the changing environments in dental education, research, leadership and service.
- Research with underserved populations to help dental and allied dental education programs ensure access to oral health care for all.
- Programs to assess and develop the promotion of professional ethics, social responsibility, a diverse and inclusive workforce, cultural competence and values that sustain the oral health profession for the public good.
- Support for scientific achievement within recognized dental specialties.
- Programs to prepare faculty for teaching dental and allied dental students in contemporary and innovative modes designed to advance learning in classrooms and clinics as well as small- and large-group settings. Additional consideration will be given to proposals that advance inclusive pedagogy, efficient patient-centered learning models and financially

sustainable methods based on research outcomes 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. Before submitting, please:

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

Review Process

The ADEAGies Foundation Grants Committee will assess for merit complete proposals that 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 information from any submitted application about the PI and team, the subject community or the proposed work with reviewers. By submitting a proposal, you give the ADEAGies Foundation permission to share any submitted information.

At its discretion, the ADEAGies Foundation may change these guidelines or award grants that do not fall within the range of these guidelines. Please note that all deadlines are firm. No exceptions will be made.

Award Application Process—New Programs or Projects

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

New LOI 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 will be notified that a 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 only and follow an approved application.*

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

Notification of Proposal Decision.....April 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 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.
- 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, program or institution will be accepted. Multiple submissions from one organization will result in all submissions being returned without consideration.

- 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 award application process timeline).
- Only the material requested in 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 **must** 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 only can be sent to:
ADEAGies-Letter_of_Intent@adea.org

Application Submission

Email the original application to:
ADEAGies-Letter_of_Intent@adea.org



STEP 1: LETTER OF INTENT - GRANT APPLICATION

Date: _____

Organization/Institution: _____

Address: _____

City/State/ZIP: _____

Name and Title of the Principal Investigator: _____

Phone: _____ Email: _____

Project Title: _____

Your organization/institution is an/a: U.S. nonprofit IRS 501(c)(3) charity organization
 Canadian nonprofit charitable organization

Is your organization/institution or are you an individual ADEA member?

☐ Yes: organizational/institutional member

☐ Yes: individual member

☐ No: not a member of ADEA

What are your principal 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 the 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 page 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. Describe the project. If the project uses AI: Provide a statement of how the AI platform used will be trained as it relates to ethical and equitable design and use to avoid bias.
3. If approved, how will you use the grant funds specifically?

4. How will you measure the program or project impact, outcome or success?
5. List the names and designations of persons and their roles on this project and any organizations and institutions involved with your program or project. Indicate how they contribute or are essential to the project.
6. 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 (e.g., office supplies and materials, postage and shipping, printing)	\$
Other/Miscellaneous	\$
Total	\$

7. 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

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

9. 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: _____

Dean or organizational administrative representative

Signature: _____ Date: _____

Printed Name: _____

Incomplete applications will not be considered, so please be sure to:

- Verify that all sections of the application are complete and
- Sign and date the application

Email the original application to: ADEAGies-Letter_of_Intent@adea.org



Date: _____

Organization/Institution: _____

Address: _____

City/State/ZIP: _____

Name and Title of the Principal Investigator: _____

Phone: _____ Email: _____

Project Title: _____

Your organization/institution a/an: ☐ U.S. nonprofit IRS 501(c)(3) charity organization
☐ Canadian nonprofit charitable organization

☐ Yes: organizational/institutional member

☐ Yes: individual member☐ No: not a member of ADEA

What are your principal 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 the 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 page per question to answer questions 1 through 8 (10-page limit).

1. Which of the ADEAGies Foundation mission or thematic focus areas is addressed by the project? (see Guidelines for list).
2. Describe the following project aspects:
 - a. Rationale
 - b. Components
 - c. Institutional Review Board requirements
 - d. If AI is a part of the project, describe how the platform will be trained for ethical and equitable design and use
 - e. Describe expected program outcomes, how project outcomes and impact will be measured and how project success will be defined
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. Describe how they contribute or are essential to the project.
5. A complete budget is required as part of the full proposal. Please provide budget justification and complete the ADEAGies Budget Template Form.
6. If funding 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: _____

Dean or organizational administrative representative:

Signature: _____ Date: _____

Printed Name: _____

Incomplete applications will not be considered, so please be sure to:

- Verify that all sections of the application are complete and
- Sign and date the application.

Email the original full proposal application to: ADEAGies-Letter_of_Intent@adea.org