Research Grant Application Instructions

Mission and Purpose

The American College of Sports Medicine's mission is to advance and integrate scientific research to provide educational and practical applications of exercise science and sports medicine. ACSM is dedicated to the professional growth of its members and the perpetuation of scientific research. The ACSM Foundation provides more than $150,000 in research grants and travel awards annually in support of these efforts.

Applicant Eligibility

Grants are open to all ACSM members, including student and international members; however, minimum requirements to apply for ACSM Foundation grants include:

- Applicants must be an ACSM national member in good standing before applying for funding. Grantees must remain ACSM members through the life of the grant, including the final reporting period. ACSM chapter membership alone does not fulfill this requirement.
- Applicants for student research grants must have graduate student status at the start of and during the grant term.
- Previous ACSM Foundation grantees must submit final grant and expenditure reports prior to receiving another grant award.
- Grants will not be awarded to individuals to duplicate projects, which are being supported by other funding agencies. If a proposal is submitted to add outcomes or important aspects to a project already funded by another mechanism, the relationship of the proposed work to the existing project must be clearly described.

- The same project may not be submitted to more than one Foundation research initiative per year. However, if an application receives a scientific merit score within the fundable range and funds are not available through the research initiative to which it was submitted, the Research Review Committee (RRC) may recommend it be considered for funding through another initiative.

The Foundation administers grants for several research initiatives, some of which have added applicant requirements. Review grant descriptions, funding amounts, and eligibility requirements before applying.

Timeline

The grant cycle timeline is listed below. Early application submission is encouraged. Late applications will not be accepted or reviewed. Grant funds will only be released when grantees have all required documentation submitted. Delayed documentation may result in delayed payment.

Application Portal Opens	September 5, 2023
Application Portal Closes	November 10, 2023
Applicants Notified	Week of March 25, 2024
Post-Award Documents Due (LOA, W-9, IRB)	May 3, 2024
ACSM Annual Meeting – Boston, MA	May 28 - 31, 2024
Funding Period Begins – Funds Released	July 1, 2024
Funding Period Ends (for most grants)	June 30, 2025
Final Report Due	August 29, 2025

Before You Begin

- Watch "[Grant Writing Tips for Young Investigators Applying to the ACSM Foundation](#)."
- Review all instructions and policy statements carefully. **Applications that do not adhere to these instructions and policies will not be reviewed.**

Application Instructions

Responsible Party

A Principal Investigator (PI) of a grant is the individual whose research project is to be supported. The PI must be a graduate student, post-doctoral fellow, or on the faculty or staff at one of the institutions where the research is to be performed and must assume personal responsibility for conducting the proposed research and/or supervising the research activities of associates or assistants that may be required. The PI is expected to prepare the application and research proposal themselves and will be required to certify this when submitting the application.

Several ACSM Foundation grants support student research. Student investigators are considered the PI; however, they are required to provide the name and contact information for their advisor.

Formatting Requirements

To complete the grant application, the PI will enter information directly into an online application portal and upload PDF documents as indicated. Information provided in PDFs must follow the formatting requirements below.

Font

- Use Arial, Palatino Linotype or Georgia typeface, black font color, and 11 point or larger font size. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.
- Headings must be one point larger and in bold font.

- Use one font type across all documents.
- Type density, including characters and spaces, must be no more than 15 characters per inch.
- Type may be no more than six lines per inch.

Page Size and Margins

- Use 8.5 x 11 inch page size with at least 0.5-inch margins.

Page Formatting

- Documents must use only a standard, single column format for text.
- Document must be single-sized and single-spaced.
- For upload documents, only include the stated heading followed by the information requested.
  - Do not include numbered pages, PI name, institution, date, etc.

Figures, Graphs, Tables, Legends, and Footnotes

- A smaller font size is acceptable, but it must be readily legible, and follow the other font requirements.

Photographs and Images

- Do not include photographs or other materials that are not printed directly on the application page in the body of the application. Such materials will not be included in the proposal sent to reviewers.

Page Limits

- Applications must be self-contained within specified page/character limits noted on the application. If no, page/character limit is noted, be as clear and concise as possible.

Uploads and Attachments

- All uploaded documents must be in PDF format in a file size of 10mb or smaller.

Questions?

Submit questions on ACSM Foundation research grants, funding amounts, eligibility requirements, application, or review/scoring process to researchadmin@acsm.org.