**Section 570.600 Application Requirements**

a) Applications shall be submitted to the Department through the website established for this purpose or at the following address:

Spinal Cord Injury Paralysis Cure Research Trust Fund Grants

Illinois Department of Public Health

Division of Emergency Medical Systems & Highway Safety

422 South 5th Street, 3th Floor

Springfield IL 62701

b) Faxed and e-mailed applications will not be accepted.

c) Applications shall be submitted on the form prescribed by the Department and shall include, at a minimum, the following:

1) The legal name of the applicant;

2) The applicant's address, telephone number, fax number, and e-mail address;

3) The applicant's Federal Employer Identification Number (FEIN);

4) The name, title and address of the applicant's corporate officers and key managers;

5) The name, address, e-mail and phone number of the principal investigator and the secondary contact designated by the applicant to be responsible for administering the grant funds;

6) A detailed description of the spinal cord injury paralysis research for which grant funding is requested, including:

A) A statement of the research question or hypothesis or a description of interventions or model programs on which the research will be based;

B) A prioritized listing of measurable objectives for the research during the time period of the grant;

C) Proposed activities for experiments, scientific rationale, and relevant reference to existing works;

D) The evaluation methods to be used to measure progress in achieving objectives and a plan for monitoring the overall project; and

E) The written guidelines under which the research will proceed;

7) An agreement by the applicant that, if awarded a grant, the grant will be used *to conduct research to find a cure for spinal cord injury paralysis* (Section 6z-49 of the Act);

8) The signature of the principal investigator and agency official authorized to certify the application;

9) An approximate timetable for research expenditures and completion;

10) Background data and information justifying the project;

11) A detailed budget for the period of the grant agreement, documenting sufficient resources to carry out the research. The budget shall list the total dollar amount needed for the project, including the amount to be provided by the applicant and other funding sources and the amount of funding requested through the grant. The applicant shall identify all revenue sources and amounts and provide budget estimates, including expenditures for the duration of the project. The budget shall include the following costs (if applicable):

A) Personal services, including salaries and hourly compensation for officers, directors, and key employees;

B) Benefits;

C) Travel;

D) Commodities/supplies;

E) Equipment costs;

F) Contractual services;

G) Printing;

H) Telecommunications;

I) Patient/client care; and

J) Administrative costs;

12) Documentation of approval from the IRB of the project and the written guidelines under which the project will proceed.