The Klarman Family Foundation Eating Disorders Research Grants Program
Application Instructions

<u>SUBMISSIONS ACCEPTED:</u> **Starting January 14, 2017**
<u>APPLICATIONS DUE:</u> **March 14, 2017** *(1:00 p.m., U.S. Eastern Time)*

- Download the application forms and budget template, complete, and save these and other requested documents as one PDF file according to the instructions below.
- To submit the completed application, go to
  https://www.GrantRequest.com/SID_1770?SA=SNA&FID=35043
    a. You will be taken to a page with the header "Please sign in." **Click on the New Applicant? link**, fill in your e-mail address, select a password, and then click on Continue. You will receive an email confirmation of your account creation.
    b. If you need to return to the online submission later, please use the link https://www.grantrequest.com/SID_1770 to log in to your online account.
    c. The online form asks for contact information and some brief application data. There is a place to upload your PDF file on the attachments tab.

Application PDF: The documents and forms listed in items 1-11 below must be combined and converted into one PDF file in the order below for upload. **Please make sure all pages are numbered sequentially**. Name this document "LastName.FirstName.pdf" (e.g. Smith.Jane.pdf).

1) **Application Face Sheet**: The Application Face Sheet is Page #1. All information on the Face Sheet must be typed with the exception of the signatures. In the case of co-PIs, each PI must complete a Face Sheet. We encourage applicants to carefully consider the needs of their project, and to request only the amount of time and budget that is essential to the proposed research.

2) **Table of Contents**: The Table of Contents is Page #2. Follow the Table of Contents and **number ALL pages**, including the department chair's letter and letter(s) of collaboration, if applicable.

3) **Research Project Summary** (*maximum of 300 words*): Complete according to the instructions at the top of the page. If funded, this summary may be posted on The Klarman Family Foundation website.

4) **Non-Technical Summary** (*maximum of 200 words*): Complete this form according to the instructions at the top of the page.

5) **Additional Information**: Complete according to the given instructions.

6) **Research Proposal**: A maximum of nine pages is permitted, excluding the bibliography of references. Headings include *Specific Aims*, *Background and Significance*, *Preliminary Data* (if available), *Research Design and Methods*, *Potential Limitations*, *Projected Timeline*, and *Bibliography*. Include all figures, graphs, tables, and images within the nine pages.

Format this section as follows:
- Font: Ariel 11
- Minimum of single spacing within paragraphs
- Double spacing between paragraphs
- One-inch or larger margins on all four sides
- Figures, legends, tables, and the bibliography may use a smaller font size
- The applicant's full name must appear at the top of each page

7) **Dissemination Plan:** Please complete the template included in the application forms document. If funded, the applicant may be asked to provide a more specific dissemination plan.

8) **Budget Forms**: Complete these forms for the duration of the project. Please note that the Summary Page will auto-populate based on information entered on the detailed budget tabs by year.

Indirect costs (institutional overhead) may not exceed 10% of direct costs per year. Indirect costs on equipment are not allowable; however, indirect allocations on small equipment (up to $5,000) are permissible. Total support from The Klarman Family Foundation, including overhead, is up to $250,000 per year for the Three-Year Award and up to $150,000 for the One-Year Pilot Study.

A subcontract detailed budget should be submitted for each proposed subcontract (add tabs as necessary). Subcontract direct costs must be included in the Consortium & Contractual Direct section and subcontract indirect costs should be included in the Consortium & Contractual Indirect Costs section. Applicant institution indirect costs may not be charged on subcontracts which include indirect costs. Indirect costs paid to a subcontractor may not exceed 10% of the direct costs paid to the subcontractor.

Budget forms should reflect only amounts requested from The Klarman Family Foundation. For projects where total costs exceed the amount requested, list the other sources of support where requested in the "Additional Information" section of the application.

9) **Biosketch(es) of Applicant and Co-Investigator(s)** (*if applicable*) (*maximum of five pages for each biosketch*): The NIH Biographical Sketch form must be used. The categories include Personal Statement, Positions and Honors, Contributions to Science (or Selected Peer-Reviewed Publications if using older format) and Research Support. Do NOT include biosketches of collaborators.

In the Contributions/Publications section, the applicant's name should be in caps or bolded in the list of authors. For up to ten articles considered to be the applicant's most important scientific contributions, include an active link to PubMed or, at a minimum, the PMID. Manuscripts in submission may also be listed.

10) **Department or Division Chair's Letter**: This letter must address the applicant's qualifications to conduct the proposed research as well as note the space and equipment available for the completion of the project. This letter may be addressed to the Scientific Review Committee.

11) **Letters of Collaboration** *(if applicable)*: Letters confirming collaborative work are encouraged. Unlike co-Investigators, collaborators contribute minimally to the project's scientific development but contribute significantly to the project due to technical expertise or equipment provided. Collaborators should provide a brief letter (up to one page) describing the significance and particular expertise that they are bringing to the project.

All Questions:
Erin Peterson
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The Klarman Family Foundation
EDresearch@KlarmanFoundation.org

(Revised December 2016)