



Grant Application Instructions

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Grant Application Instructions

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This section describes the instructions on what should be included in the application. It includes page limitations and specific requirements for the information to be provided. Please follow these instructions carefully.

The following is the outline for the grant application:

1. General Information (page 3)
2. Project Abstract, Performance site and Key Personnel (Page 4)
3. Lay Person Summary (Page 5)
4. Budget (Page 6 and 7)
5. Resources (Page 8)
6. Biographical Sketch of Principal Investigators and Co-investigators (Page 9)
7. Research Activities the past three years (Page 10 – Limit one page)
8. Other Support (Page 11 – Limit one page)
9. Professional References and Sponsor's Letter and Letters of Agreement from Co-Investigators
10. Introduction to Revised Application (Limit two pages)
11. Research Plan (Limit to 5 pages)
12. Appendices

Applications should contain the following parts. Please present them in the following order according to instructions:

1. General Information (Page 3)

The general information must include the following:

1. Title of research grant application.
2. Grant type: Original or Resubmission
3. Name, position title, department, service, laboratory, mailing address, telephone number, fax number and email of Principal Investigator who will be responsible for the scientific conduct of the project (to be used for all future correspondence).
4. Will human subjects be used in the proposed research?
Check Yes ___ or No ___. If yes, attach copies of IRB approval, consent forms and statement of "Compliance with government requirements." Applications will not be funded until IRB approval is obtained.
5. Will vertebrate animals be used in the proposed research?
Check Yes ___ or No ___. If yes, attach statements of compliance with American Veterinary Medicine Association and IACUC local guidelines.
6. Dates of proposed period of support.
7. Funds requested for proposed period of support.
8. Funds requested for second year of support, if applicable.
9. Name, address and telephone number of the applicant organization and/or Performance Site(s) where the research will be conducted.
10. Type of organization (Check appropriate boxes).

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11. Name, title, address, telephone number, and email of institution's Financial Officer who will be responsible for the proposed grant funds and will provide the required reports of expenditures. Indicate how checks should be drawn and to whom checks should be sent.
12. Official signing for the applicant organization.
13. Signature of Proposed Investigator and date.
14. Signature of person named in item 12 and date.

2. Project Abstract, Performance site and Key Personnel (Page 4)

This section should contain 3 parts:

1. **Abstract:** On a single separate page, describe precisely and clearly the nature, objective, methods of procedure, and significance of the proposed research project, and how it relates to the goal of providing a better understanding of vasculitis and/or improving vasculitis treatments (limit 300 words).
2. **Performance Site(s):** Give complete address of site(s) at which the proposed research will be conducted.
3. **Key Personnel:** List all investigators, sponsors and consultants.

3. Lay Person Summary (Page 5)

Provide a summary of the project in lay person's language no longer than 300 words.

4. Budget (Page 6 and 7)

Use Vasculitis Foundation Budget Form for the term of the study.

1. Include names, titles, time/percentage effort of all participants, requested salaries and fringe benefits, and total amount required. Please include timeline for when resources will be used.
2. Include a written budget justification for all budget categories on the Budget Justification (Page 7).
3. The Vasculitis Foundation Research Program does not allow funding for:
 - Institutional overhead (indirect costs)
 - New construction and alterations or renovations of existing facilities
 - Consultant fees, unless specified in the original grant application
 - Travel costs for investigators
 - Principal Investigator's salary
4. Up to \$4,000 per year may be used to purchase capital equipment for New Investigator only (see #9).

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5. Resources (Page 8)

Describe institutional support including laboratory, clinical, animal, computer, office and other resources available and major equipment.

6. Biographical Sketch of Principal Investigators and Co-investigators (Page 9)

- Use the biographical sketch maximum two (2) pages. Indicate the total number of Publications in each of three (3) categories: Referenced articles, invited works, and abstracts.
- The biographical sketch provides information used by reviewers in the assessment of each individual's qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the research team. A biographical sketch is required for all key personnel, following the instructions below. No more than two pages may be used for each person.
- Complete the educational block at the top of the form page.
- List current position(s) and then previous positions.
- List selected publications in three categories described above with full citations.

7. Research Activities the past three years (Page 10 – Limit one page)

Provide information on research projects ongoing or completed during the last three years by the principal investigator and key personnel. This information will include the specific aims, overall goals and responsibilities and should include Federal and non-Federal support. This information will be used by reviewers in the assessment of each individual's qualifications for a specific role in the proposed project.

8. Other Support (Page 11 – Limit one page)

List other support received by Principal and Co-Investigators for any projects which may overlap with this study (include yearly and total budget and duration of any grants):

- Description (in a paragraph, describe each current or pending grant if it has scientific or budgetary overlap with the present proposal).
- Include in appendix the summary/abstract page and first-year budget page of current and pending grants if applicable.

9. Professional References and Sponsor's Letter and Letters of Agreement from Co-Investigators

Note: The Professional References and Sponsor's Letter are required from New Investigators only, who are residents or fellows and wish to pursue a career in research related to vasculitis).

- All New Investigator applicants must have a letter of support from a more senior investigator (sponsor) or administrative entity (e.g. Department Chairman) that assures that additional funds will be provided to cover supplies to conduct the project not covered by the Vasculitis Foundation award.
- References should be limited to no more than three per new investigator.
- Letters of agreement from co-investigators should be included in appendices.

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10. Introduction to Revised/Resubmitted Application (Limit two pages)

For revised/resubmitted applications, provide no more than two pages of specific responses to previous revisions or critiques. Then proceed with the revised research plan as below.

11. Research Plan (10 pages)

Note: Section A–D is limited to 5 pages

Begin on a separate page; single-spaced, 11 point or larger typeface, one inch or greater margins. Include the following:

- a. **Specific Aims:** List the broad, long-term objectives and what the specific research proposed in this application is intended to accomplish, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, or develop new technology. **One-half page recommended.**
- b. **Background and Significance:** Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. **One page recommended.**
- c. **Preliminary Studies/Progress Report:** For new applications, use this section to provide an account of the principal investigator's preliminary studies or other investigator's studies pertinent to the application information. Peer review committees generally view preliminary data as an essential part of a research grant application. Preliminary data often aid the reviewers in assessing the likelihood of the success of the proposed project. **One page recommended.**
- d. **Research Design, Methods and Analysis:** Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as the data sharing plan as appropriate. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project. Point out any procedures, situation, or materials that may be hazardous to personnel and the precautions to be exercised. **Two and one half pages recommended.**
- e. **Literature Cited:** List all references. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. The reference should be limited to relevant and current literature. While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.
- f. **Consortium/Contractual Arrangements:** Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s). If consortium/contractual activities represent a significant

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portion of the overall project, explain why the applicant organization, rather than the ultimate performer of the activities, should be the grantee.

- g. **Consultants:** Attach appropriate letters here from all individuals confirming their roles in the project. **Do not place these letters in the Appendix.**
- h. **Categorization of research proposal:** Please check all that apply.

12. Appendices

Include **three (3) collated sets** of all appendix material, clearly marked, in the same package with the application. Identify each item with the name of the principal investigator. **Do not intermingle appendix materials with the application.**

Applications may include the following materials in the appendix:

- 1) Letters of agreement from co-investigators.
- 2) Up to three publications, manuscripts (accepted for publication), abstracts, patents, or other printed materials directly relevant to this project. These may be stapled as sets. Manuscripts submitted for publication should not be included.
- 3) Surveys, questionnaires, data collection instruments, and clinical protocols. These may be stapled as sets.
- 4) Original glossy photographs or color images of gels, micrographs, etc., provided that a photocopy (may be reduced in size) is also included within the 5 page limit of Items (a)–(e) of the research plan. No photographs or color images may be included in the appendix that are not also represented within the Research Plan.

Note: Do not use the appendix to circumvent the page limitations of the research plan. Graphs, diagrams, tables, and charts that do not need to be in a glossy format to show detail must not be included in the appendix.

13. Process for Submitting Applications

Please submit the following:

- One (1) original application signed and accompanied by three (3) collated sets of material to the VF office.
- Application in electronic format except for the appended material must be forwarded to the VF office by email.

Please send all correspondence to:

Attention: Joyce A. Kullman, Executive Director, Vasculitis Foundation

Email: jakullman@vasculitisfoundation.org

Mailing

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