



## Grant Application Instructions

To complete and save this application, please download the latest version of Acrobat Reader here: <https://get.adobe.com/reader/>  
If you are unable to download Acrobat Reader, please contact Joyce Kullman to receive the application in WORD.

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### General Guidelines

Investigators who are currently receiving funding (as an investigator or member of a team or from a fellowship) from the Vasculitis Foundation are not eligible to receive additional funding. The current study or fellowship must be closed and final narrative and financial reports submitted and approved by the VF Research Team before the investigator is eligible to submit a new grant application.

Only one grant per institution is allowed per year. The current study or fellowship must be closed and final narrative and financial reports submitted and approved by the VF Research Team before another grant can be awarded to the institute.

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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.

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

#### A. General Information

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 approval by an institutional review board (IRB) or ethics board (EB), consent forms and statement of "Compliance with government requirements." Applications will not be funded until IRB/EB approval is obtained, but they may be submitted for review before such 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, or equivalent documentation for non-USA countries.
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.

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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).
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 Principal Investigator and date.
14. Signature of person named in item 12 and date.

### **B. Project Abstract, Performance site and Key Personnel**

This section should contain 3 parts:

1. **Abstract:** State the application's broad, long-term objectives and specific aims, making reference to the Vasculitis-relatedness of the project. Describe concisely the research design and methods for achieving these goals. Avoid summaries of past accomplishments and the use of the first person. If the application is funded, this description, as is, will become public information. Therefore, do not include proprietary/confidential information. (Do not exceed 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.

### **C. Lay Person Summary**

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

### **D. Budget**

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. The Principal Investigator is expected to list a percentage of effort, even though funds cannot be used for salary support for the Principal Investigator. The percentage of effort listed by the Principal Investigator will not be considered in the scoring of the proposal by the reviewers.
2. Include a written budget justification for all budget categories on the Budget Justification page.
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

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- Up to \$4,000 per year may be used to purchase capital equipment for New Investigator only.

### **E. Resources**

Specify the facilities to be used for the conduct of the proposed research. Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Under "Other," identify support services such as machine shop, electronics shop, and specify the extent to which they will be available to the project. Use continuation pages if necessary.

Major equipment: List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.

### **F. Biographical Sketch of Principal Investigators and Co-investigators (can be submitted as attachments)**

- A biographical sketch is required for all key personnel. Applicants may submit their NIH Biosketch, with a maximum two (2) pages per person. The NIH form can be accessed here: <http://grants.nih.gov/grants/forms/biosketch.htm> or in the attachment. 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. The biosketch must include:
  - Education/Training (Institution and Location)
  - Section A: Personal Statement
  - Section B: Positions and Honors
  - Section C: Selected Publications and Patent Citations
  - Section D: Scholastic Performance

### **G. Research Activities the past three years**

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.

### **H. Other Support**

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.

### **I. Professional References and Sponsor's Letter and Letters of Agreement from Co-Investigators - submit as an attachment or in the appendices**

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).

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- 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.

### **J. Introduction to Revised/Resubmitted Application (Limit two pages) - submit as an attachment or in the appendices**

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.

### **K. Research Plan (Limit 10 pages)**

**Note: Sections A–D is limited to 5 pages**

1. **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.**
2. **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.**
3. **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 maximum recommended.**
4. **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 maximum recommended.**
5. **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.

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6. **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 portion of the overall project, explain why the applicant organization, rather than the ultimate performer of the activities, should be the grantee.
7. **Consultants:** Attach appropriate letters here from all individuals confirming their roles in the project. **Do not place these letters in the Appendix.**

**L. Categorization of research proposal:** Please check all that apply.

### M. Appendices

Please submit all appendix material via electronic submission. **Do not mix 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. Manuscripts submitted for publication should not be included.
- 3) Surveys, questionnaires, data collection instruments, and clinical protocols.
- 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.
- 5) Biosketches of key personnel.

**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 application and all supporting documents via email or electronic means to:  
Joyce A. Kullman, Executive Director, Vasculitis Foundation

[jakullman@vasculitisfoundation.org](mailto:jakullman@vasculitisfoundation.org)

If you need assistance in submitting the application, please contact Joyce.