The Klarman Family Foundation Eating Disorders Research Grants Program
Application Instructions

<u>SUBMISSIONS ACCEPTED:</u> **Starting January 15, 2019**
<u>APPLICATIONS DUE:</u> **February 14, 2019** *(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. Return to http://klarmanfoundation.org/eating-disorders-research after January 15, 2019 to submit the proposal through the Foundation's online portal.

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). In the case of multi-PIs, please name the file "LastName1.LastName2.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 a **pre-approved** multi-PI proposal, 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 Abstract** (*maximum of 300 words*): Complete according to the instructions at the top of the page. If funded, the abstract 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. If funded, this summary may be posted on The Klarman Family Foundation website.

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: Arial 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
- Each PI's 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 one to three year research projects and up to $150,000 for one-year pilot studies.

   A detailed budget should be submitted for each proposed subcontract (use "Sub Budget" 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 Principal Investigator(s) and Co-Investigator(s)** (*if applicable*) (*maximum of five pages for each biosketch*): The current NIH Biographical Sketch form must be used. Do not include biosketches for Consultants, Postdoctoral Scholars, or Other Significant Contributors.

   For up to ten articles considered to be the 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**: Letters must address each Principal Investigator'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. Multi-PIs working in the same department may be included in the same letter.

11) **Letters of Collaboration** (*if applicable)*: Letters confirming collaborative work with Consultants or Other Significant Contributors 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. Consultants or Other Significant Contributors should provide a brief letter (up to one page) describing the significance and particular expertise that they are bringing to the project.

All Questions:

For answers to any issues not covered in the application instructions, grant policies, or the frequently asked questions, please contact The Klarman Family Foundation at EDresearch@klarmanfoundation.org.

(Revised December 2018)