

GENERAL RESEARCH GRANT APPLICATION GUIDELINES

This document lays out the content and formatting requirements for submitting an application to the March of Dimes Foundation.

Application Forms and templates are posted on our website, www.marchofdimes.org.

You will find several kinds of fields in your application forms – check boxes, dates, data entry and attachments. Attachments are documents that are prepared outside the application using whatever editing software you desire (e.g., Microsoft Word), converted to PDF format and then uploaded in the Upload Attachments section of your application. We require PDF format to preserve document formatting and a consistent reading experience for reviewers and staff.

We have very specific attachment formatting requirements. Failure to follow these requirements may lead to application errors upon submission.

Elements of a Grant Application – the first four sections pertain to the administrative information which you will enter on the appropriate screens while logged into the eGrants system.

Applicant Information - Be sure to provide complete and accurate contact information. We will use this information to contact you should we have any questions. The outcome of your application will be communicated via email.

1. **Administrative Contacts** - Provide the contact information for your Department Chair and the Grants and Contract Officer, (the person responsible for ensuring institutional compliance for this project).
2. **Project Information** – Be sure to adhere to the character limits of each field which will be displayed above the text box where you will enter your information.
 - a. **Project Description** - Provide a summary describing the work proposed suitable for comprehension by a lay person lacking scientific background. This may be shared with the public and should not include any proprietary/confidential information. This is limited to 1,500 characters.

- b. **Abstract** - The one page abstract should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. This is limited to 3,000 characters.
- c. **Animal Use** – Check this box ONLY if you are using Animals and be sure to indicate the IACUC expiration date.
- d. **Human Use** – Check this box ONLY if you are using Human subjects and be sure to indicate the IRB expiration date.

If you are using Humans and your institution requires you to have a consent form, please be sure to check the box indicating that consent forms are required. In addition, you should upload a copy of your consent form in the Attachments section at the end of the application.

- 3. **Facilities and Research Area** – Describe the facilities, lab space, and equipment. This is limited to 4,000 characters.

Primary Focus Area – Please select the most appropriate choice from the drop down list that best describes the primary focus of your research. Then you may select up to 10 additional keywords that fit your project.

- 4. **Payee** – When completing the payee information, be sure to provide the payee exactly as it should be printed on checks, if your application should reach a fundable level.

Please provide the Mail to Contact information if this is different from that of the Grants and Contracts Officer.

Upload Attachments – In this section you will upload the necessary files to accompany your application. Below is a list of the files which may be uploaded, some are required and others are optional. Please be sure to adhere to the formatting guidelines and page limitations. Attachments that do not meet guidelines will not be considered.

REQUIRED ATTACHMENTS: In most cases templates may be found on our website, www.marchofdimes.org.

- 1. PI Biographical Sketch
- 2. PI Current Financial Support
- 3. PI Pending Financial Support
- 4. Budget
- 5. Budget Justification (No Template)
- 6. Research Plan
- 7. Research Plan Citations (No Template)

Biographical Sketch:

- Please use the Biographical Sketch template found on our website, www.marchofdimes.org.
- You may create your own as long as it follows our format and includes all of the necessary information.
- Page Limit: Should not exceed 4 pages in length.

Current and Pending Financial Support:

- **PLEASE FOLLOW INSTRUCTIONS CAREFULLY.** Incomplete, inaccurate, or ambiguous information about financial support could lead to significant delays in the review of the application.
- Financial support is defined as all funds or resources available to the principal investigator in direct support of his/her research endeavors through research or training grants, cooperative agreements, contracts, fellowships, gifts, prizes, and other means.
- If this request overlaps in budget or in research with any other current or pending grant, please provide a statement indicating the degree of overlap. If the projects are related, please indicate the specific area that would be covered by MOD.
- **REPORTING REQUIREMENTS:** If the support is part of a larger project, please identify the principal investigator and provide the data for the relevant subproject(s). Please indicate if you contribute any effort or receive support from these projects. If you have no pending support, indicate "None."
- Please use the Current and Pending Financial Support templates found on our website, www.marchofdimes.org
 1. Complete the **CURRENT FINANCIAL SUPPORT** form by listing each current grant. Describe current active support for **ALL** research by the Principal Investigator.
 2. Complete the **PENDING FINANCIAL SUPPORT** form by listing **ALL** applications and proposals pending review or award for all research by the Principal investigator.

Budget:

- Use the budget template provided (www.marchofdimes.org).
- Indirect costs cannot exceed 10% of the direct costs.
- If there is a subcontract, indirect costs can only be charged once.
- Travel should not exceed \$1,000 per year.
- Please see our [Policies and Instructions for Research Grants](#) for more detailed information about acceptable budget line items.

Budget Justification:

- Provide a budget justification for all line items listed on the budget. Please also include an explanation of any major differences among annual budgets, such as increases in salaries, costs of permanent equipment and variation in the use of expendable supplies.

Research Plan:

A template may be found on our website, www.marchofdimes.org. You may create your own document as long as you include the Section headings listed below when preparing your research plan.

1. **Hypotheses** (State the hypotheses to be tested).
2. **Summary of Relevant Background Studies** (Summarize related work done by others and by you and cite appropriate references).
3. **Method of Study** (Describe in detail the intended method of study so that the Committee can judge your familiarity with the techniques you propose to use).

The proposal must:

- Not exceed 10 pages, including figures
- Be single spaced and in single column format
- Use standard paper size of (8 1/2 " X 11")
- Use 1/2 inch margins
- Be in font type **Arial, Georgia, or Palatino Linotype.**
- Be in font color black
- Be in font size 12 pt. Please note, font in figures, tables, legends and footnotes may be in smaller font size but it must be easily legible, a black font color, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.
- Have a header that includes the PI's last name and year on every page in the top right corner
- Have sequential page numbers

References Cited:

- The references cited in the research plan must follow the style standards established by the National Library of Medicine (NLM). See <http://www.ncbi.nlm.nih.gov/books/NBK7256/> for complete guidance. In particular, please include all authors and the title of each publication cited.
- References are to be uploaded as a separate file, not as part of the research plan. Margins should be one-half inch all around and follow the font typeface requirement.

OPTIONAL ATTACHMENTS In some cases templates are provided and may be found on our website, www.marchofdimes.org.

1. Professional Personnel – If you have any collaborators or consultants who will be working with you on this research, you will need to complete the Professional Personnel Form.
2. Co-Investigator – If you have any Co-Investigators listed on the professional personnel sheet, you will need to provide the supporting documents listed below:
 - a. Letter of Collaboration
 - b. Biographical Sketch
 - c. Current and Pending Financial Support

3. Collaborator Supporting Documents – If you have any collaborators listed on the professional personnel sheet, you will need to provide the supporting documents listed below:
 - a. Letter of Collaboration
 - b. Biographical Sketch

You will need to combine the two documents listed above into a single document and upload in the Collaborator Supporting Documents field under the Upload Attachment section of your application.

If you have more than one collaborator listed, you will need to combine the two documents per collaborator together, and then combine all collaborators into a single document.

4. Consultant Supporting Documents - If you have any consultants listed on the professional personnel sheet, you will need to provide the supporting documents listed below:
 - a. Letter of Collaboration
 - b. Biographical Sketch

You will need to combine the two documents listed above into a single document and upload in the Consultant Supporting Documents field under the Upload Attachment section of your application.

If you have more than one consultant listed, you will need to combine the two documents per consultant together, and then combine all consultants into one overall document.

5. Consent Form – If you are using Human Subjects in your research and your IRB requires a consent form, please be sure to upload a copy of your Consent Form, which has been approved by your IRB. If you do not yet have approval, please upload the draft version.

How to Submit a Completed Grant Proposal

All applications must be submitted via our online eGrants system, <http://modresearchgrants.egrant.net>. There is no need to send us a hard copy of any part of your application.

All submissions must be made by **6:00 pm Eastern Time on the deadline date** in order to be considered.