

# COLLABORATIVE RESEARCH TRAVEL GRANT (CRTG)

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**Application deadline:**

February 1, 2019

BURROUGHS  
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FUND 

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## KEY DATES

<b>Grant application portal available</b>	By November 5, 2018
<b>Application deadline</b>	February 1, 2019, 4:00 pm ET
<b>Notice of award</b>	May 21, 2019
<b>Award start date</b>	June 1, 2019
<b>Grant payment</b>	July 15, 2019
<b>Award end date</b>	December 31, 2020

## PROGRAM BACKGROUND

The Collaborative Research Travel Grant (CRTG) program provides up to \$15,000 in support for relatively unrestricted travel funds to academic scientists (faculty and postdocs) at U.S. or Canadian degree-granting institutions. Grants must be used for domestic or international travel to another lab to learn new research techniques or begin or continue a collaboration to address biomedical questions. All proposals must be cross-disciplinary.

**Applicants with a doctoral degree in the physical, mathematics, or engineering sciences working on a biological problem are encouraged to apply. Conversely, proposals from biological scientists who desire to collaborate with a physical scientist, mathematician, or engineer are also encouraged to apply.**

Approximately 30–40 grants will be awarded in this cycle and the average grant has traditionally funded at ~\$7,500.

## ELIGIBILITY REQUIREMENTS

- Postdoctoral fellows or faculty at U.S. or Canadian degree-granting institutions are eligible to apply.
- Grants must be made to U.S. or Canadian degree-granting institutions only.
- Applicants must hold a Ph.D. in mathematics, physics, chemistry, computer science, statistics, or engineering at the time of application and interested in investigating research opportunities in the biological sciences are eligible. Biologists holding a doctorate degree at the time of application who are interested in working with physical scientists, mathematicians, engineers, chemists, statisticians, or computer scientists to incorporate their ideas and approaches to answering biological questions are eligible to apply.
- Only proposals addressing questions in the biomedical sciences will be accepted.
- Citizens and non-citizen permanent and temporary residents of the U.S. and Canada who are legally qualified to work in the U.S. or Canada are eligible.
- Candidates who are temporary U.S. residents must hold a valid U.S. visa (J-1, H1B, F-1 or O-1 visas).
- Temporary Canadian residents must hold a valid Canadian visa (Study Permit, C-43, C-44, C-10, or C-20 work permits/visas).
- If you are a postdoctoral applicant, your visa status must allow you to remain in the U.S. or Canada during the project period of the grant. If a grant is awarded and your visa does not allow for such a stay, BWF may terminate the grant. BWF will not intercede on behalf of non-citizens whose stay in the U.S. or Canada falls out of visa compliance.
- An authorized official at the applicant's degree-granting institution must verify candidate's immigration status as part of the application.

## IMPORTANT NOTES

- BWF strongly encourages applications from women and underrepresented minorities, including Blacks or African Americans, Hispanics or Latinos, Native Americans, Alaskan Natives or Native Hawaiians.
- The Collaborative Research Travel Grant can only be made to degree-granting institutions in the U.S. or Canada. An Internal Revenue Service determination letter of the institution's tax exempt 501(c)(3) status will be required by BWF staff if said letter is not on file in our database.
- Candidates who are affiliated with Burroughs Wellcome Fund or currently hold an active award must contact BWF staff ([dholmes@bwfund.org](mailto:dholmes@bwfund.org)) prior to beginning an application to determine eligibility prior to the deadline date.

## RESTRICTIONS

- Grants cannot be used for travel to conferences/meeting/courses, to cover salary support, or to purchase computers or equipment. However, grants may be used for laboratory consumables.
- No indirect or overhead charges can be applied to grant.
- The grant is for the benefit of the award recipient only and not intended to cover expenses for other traveling companions. Only travel related expenses directly related to the proposed activity plan incurred personally by the award recipient may be charged to the grant.
- This grant is not bi-directional or reciprocal for the collaborator/host.
- Public health, health policy, and epidemiology proposals, or large-scale clinical trials will not be accepted.
- Proposals containing multiple collaborators or institutions are discouraged.

- This grant is not open to researchers at NIH institutions.
- Previous travel grant recipients are eligible to reapply provided five years or more have passed since their last CRTG application submission.
- The award period begins June 1, 2019 and ends December 31, 2020. No exceptions or extensions will be approved.

## SELECTION PROCESS

BWF utilizes an interdisciplinary [advisory committee](#) to review applications and make recommendations for approval by the Fund's [Board of Directors](#).

Selection is made on the basis of the proposal's scientific quality of the proposed activities and the career development potential and impact of the collaboration/visit. BWF does not provide critiques or written comments of unfunded proposals.

## TERMS OF GRANT/ USE OF FUNDS

**Indirect costs may not be charged against the awards. Institutional overhead may not be charged against BWF grants.**

Awards are made to U.S. or Canadian degree-granting institutions on behalf of the awardees.

The awardee's institution is responsible for disbursing the funds and for maintaining adequate supporting records and receipts of expenditures.

Scientific publications or presentations that result from the CRTG must acknowledge the awardee's receipt of a Burroughs Wellcome Fund 2019 Collaborative Research Travel Grant.

This CRTG grant covers travel-related expenses (airfare, lodging, meals, ground transportation, etc.) and research-related consumables directly related to the proposed activity plan. The award recipient may use up to \$500 of the grant to cover costs at the host's or collaborator's lab in addition to other lab supplies and material expenses. You must make your travel arrangements for your visit(s) and submit reimbursements through your home institution and follow policies of your home institution. Readjustment of budget line items do not require pre-approval from BWF. This grant covers expenses for the exclusive use of the recipient only and cannot be transferred to another investigator.

By February 25, 2021, awardee must submit a one to two-page PDF progress report (no form or template) describing the travel activity and what was accomplished through the grant via email to [travel.progress@bwfund.org](mailto:travel.progress@bwfund.org).

By February 25, 2021, awardee's degree-granting institution must submit a financial report (form to be provided) in PDF via email to [travel.progress@bwfund.org](mailto:travel.progress@bwfund.org).

At the termination of the grant period, a balance of \$500 or less may be kept by awardee's home institution.

The Burroughs Wellcome Fund does not assume responsibility for activities supported by the grant and shall not be liable for any activities conducted by the awardee upon receipt of the grant funds.

Recipients of the BWF Collaborative Research Travel Grant program are expected to participate in surveys and outcome evaluations. Contact from BWF staff or contractors who are conducting outcome evaluations of BWF grant programs may continue for a number of years after the grant has terminated.

# INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT A GRANT APPLICATION

## Application Process

**1. Eligibility Quiz.** All applicants will be required to complete a web-based questionnaire assessing their eligibility to apply for this award. If eligibility criteria are met, applicants will automatically be directed to the application form.

**2. Application.** A completed application consists of data entry fields submitted through the online Internet Grant Application Module (IGAM) plus a single PDF attachment. Application Deadline: **February 1, 2019 by 4:00 pm (Eastern).**

Proposal Elements:

- Applicant's biosketch (five-page limit, NIH-style)
- Lay abstract (one page)
- Research plan (3-page limit)
- Supporting letter from the host or collaborator
- Biosketch or CV from the host (including publications; 5-page limit)
- Detailed budget (template required)
- Institutional certification form (template provided)
- Signature page form (template provided)

All communications, including notification of awards and declinations, will be made through email.

BWF does not provide critiques or written comments of unfunded proposals.

[Download Forms and Templates](#)

## How to Submit an Online Application

First complete the eligibility quiz to determine if you are eligible to apply. If applicant meets the eligibility criteria, they will be allowed to access the application form.

To begin an application submission use this link: [proposal link here](#)

To return to an application already in progress you must use this link: [return proposal link here](#)

It is recommended that applicant bookmark this page to return to an application in progress. Using the first link of the two immediately above will return you to the eligibility quiz.

## Proposal Elements

A complete application consists of fields submitted through the online IGAM application plus requested attachments uploaded as a single PDF into the grant application system. The detailed components of the complete proposal are shown below.

**Online proposal form – available through IGAM**  
(see links above)

- Applicant information
- Applicant demographics
- Institutional information (degree-granting only)
- Proposal information
- Attachment of single PDF

## Single PDF Attachment:

Prepare in advance the following required documents. Combine and order the supporting materials and upload into one (1) PDF file. Name the file using this format only: Last Name, First Name – CRTG 2019

### A. Applicant's Biosketch (5-page limit)

Include an NIH-style biographical sketch or CV.

### B. Lay Abstract (one page)

Provide a general audience summary. Take care to develop a well articulated summary that the educated general public can comprehend. Text only, no special characters or formatting. Use standard 11- or 12-point font for the text.

### C. Research Plan (3-page limit)

In your research plan,

- Include specific aims to describe the proposed work that are understandable to a multidisciplinary group of scientific reviewers.
- Scope and significance of your research.
- Career development potential and impact of the collaborative visit. Use a standard 11-point font for the text, and no smaller than a 9-point font for figures or tables. Text must be single-spaces, with one-inch or larger margins on all sides. A bibliography is not considered part of the three-page limit. Do not include a table of contents or appendices.

### D. Letter from the Host

Provide one letter from the host supporting the proposed research and collaborative visit(s).

### E. Host Biosketch (5-page limit)

Include a biographical sketch or CV including publications from the collaborator in charge of the host laboratory.

### F. Budget

Using the template provided, complete the budget and justification that explains how this collaborative grant will be spent. The proposed budget may be used for airfare, accommodations, meals, ground transportation, and consumable supplies.

Burroughs Wellcome Fund will allow up to \$500 of the travel grant to be used to cover costs at the host's lab in addition to supplies and materials.

**No indirect costs or institutional overhead can be charged to this grant.**

### G. Institutional Certification Form

Using the template provided, complete the form including signature of an authorized signing official (grants/contracts office, sponsored programs) of the applicant's degree-granting institution.

### H. Signature Page Form

Using the template provided, complete the form including signature of the applicant.

## Submission Process

Upload the combined file of supporting documents as one attachment on the “Attachments” tab of the online application. Click the “Review Your Application” on the “Attachments” tab to see if any errors are identified in your application. All information and required attachment must be provided before the “SUBMIT” button is available. Click the “SUBMIT” button to transmit the application. An automated message will confirm that the application was successfully submitted.

### NOTE to Applicants:

Proposals will not be accepted after 4:00 pm Eastern Time on February 1, 2019. The online application system shuts down automatically at the deadline and the “SUBMIT” button will no longer be available. Plan to submit your application well in advance of the grant deadline to allow adequate time to troubleshoot any issues. Out of fairness to all applicants, late submissions will not be accepted. No exceptions or extensions will be granted.

After the deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified without prior notice.

Only proposals submitted through BWF online application website IGAM will be accepted.

## Questions?

Questions and eligibility inquiries should be directed in advance to BWF program staff by contacting:

Debra J. Holmes, Senior Program Associate  
[dholmes@bwfund.org](mailto:dholmes@bwfund.org), 919-991-5134

Kendra Tucker, Senior Programs Assistant  
[ktucker@bwfund.org](mailto:ktucker@bwfund.org), 919-991-5115

Rolly L. Simpson, Jr., Senior Program Officer  
[rsimpson@bwfund.org](mailto:rsimpson@bwfund.org), 919-991-5110