CAREER AWARDS AT THE SCIENTIFIC INTERFACE (CASI)

Letter of Intent deadline:
September 2, 2025

Invited full proposal deadline:
January 12, 2026

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KEY DATES

Grant application portal available	On or before July 1, 2025
Letter of Intent (LOI) applications due	September 2, 2025, 3:00 pm (EDT)
Invitation to submit a full proposal	By November 24, 2025
Full proposal due	January 12, 2026, 3:00 pm (EST)
Finalist interviews	April 21-22, 2026
Notice of award	By June 1, 2026
Award start date	July 1, 2026
New Awardees Convening	TBD, September/October 2026
Award end date	June 30, 2031

PROGRAM BACKGROUND

Recognizing the vital role cross-trained scientists will play in furthering biomedical science, the Burroughs Wellcome Fund developed the Career Awards at the Scientific Interface. These grants are intended to foster the early career development of researchers who are dedicated to pursuing a career in academic research. The specific target group are researchers who have transitioned from graduate work in the physical/mathematical/computational sciences or engineering into postdoctoral work in the biological sciences.

Career Awards at the Scientific Interface

BWF's Career Awards at the Scientific Interface (CASI) provide $560,000 over five years to bridge a scientist's advanced postdoctoral training (usually within the first two years of the award) and their transition to faculty service (usually within the last three years of the award). These awards are open to U.S. and Canadian citizens, permanent residents, or temporary residents.

Scientific advances such as genomics, quantitative structural biology, imaging techniques, and modeling of complex systems have created opportunities for exciting research careers at the interface between the physical/computational sciences and the biological sciences. Tackling key problems in biology will require scientists trained in areas such as chemistry, physics, applied mathematics, computer science, and engineering.

Special Considerations

Proposals that include deep or machine learning applications of artificial intelligence are particularly encouraged. Special consideration will also be given to proposals that investigate the connection between climate change and human health.

- BWF strongly encourages applications from persons who have been historically underrepresented in the research enterprise, including but not limited to: women of any ethnic or racial group; any person identifying as Black or African American, Latino/a or Hispanic American, Native American, Alaska Native, Native Hawaiian, indigenous to the Pacific Islands, indigenous Canadian; persons with disabilities; persons from disadvantaged backgrounds; and individuals who identify as LGBTQIA+.

- In addition to seeking participants from the historically underrepresented groups described above, BWF is also interested in increasing diversity based on characteristics such as geographical location of institution, personal experiences and background. If desired, lived experiences based on any of the characteristics mentioned in these first two bullets may be addressed in the personal statement for consideration.

- BWF believes that a diverse scientific workforce is essential to the process and advancement of research innovation, academic discovery and public service. This belief is grounded in a wealth of evidence demonstrating time and again that diverse teams outperform homogeneous ones.

ELIGIBILITY REQUIREMENTS

To understand the expectations of the Career Awards at the Scientific Interface program, it is important to read the eligibility requirements below, in addition to the proposal elements, terms of grant, and selection process. The FAQs may also provide eligibility clarification.

Candidates are expected to draw from their training in a scientific field other than biology to propose innovative approaches to answer important questions in the biological sciences. Examples of approaches include, but are not limited to: physical measurement of biological phenomena, computer simulation of complex processes in physiological systems, mathematical modeling of self-organizing behavior, building probabilistic tools for medical diagnosis, developing novel imaging tools or biosensors, developing or applying nanotechnology to manipulate cellular systems, predicting cellular responses to topological clues and mechanical forces, and developing a new conceptual understanding of the complexity of living organisms.

Degree/Role Requirements:

- Candidates must hold a PhD degree in one of the fields of mathematics, physics, chemistry, computer science, statistics, or engineering. This includes related areas of physical, mathematical, computational, theoretical, and engineering science. Exceptions will be made only if the applicant can demonstrate significant expertise in one of these areas, evidenced by publications, undergraduate major, or master's degree.

- Candidates whose PhD is in biochemistry, biophysics, biology, cell biology, biomedical sciences, biomedical engineering, etc. may be eligible if significant accomplishment or competence in one of the areas of mathematics, physics, chemistry, computer science, statistics, or engineering can be shown (i.e., papers published, advanced coursework, or undergraduate major), and if the proposal draws on that background. Work must be interdisciplinary and make use of nonbiological approaches.

- Candidates who hold an MD are eligible to apply if they hold both an MD and a PhD, and the PhD is in one of the fields of mathematics, physics, chemistry, computer science, statistics, or engineering. This includes related areas of physical and computational science. Exceptions will be made only if the applicant can demonstrate significant expertise in one of these areas, evidenced by publications, undergraduate major, or master's degree. In addition, the applicant cannot have spent more than 60 months in postdoctoral research since receipt of terminal degree. If the candidate holds an MD without also holding a PhD, the candidate is not eligible to apply to this program.

- Candidates who meet the other eligibility criteria must demonstrate that their work is truly interdisciplinary.

- Candidates **cannot** hold nor have accepted, either in writing or verbally, a faculty appointment as a tenure-track assistant professor at the time of application – both LOI, full application, and interview. This award cannot be made to a tenure-track faculty member because it is a transition award. If a faculty position is accepted after the interview, the candidate may not start the new position until after the start date of the award.

- Candidates must be committed to a full-time career in research as an independent investigator at a public or private nonprofit organization [501(c)(3) or equivalent] in the United States or Canada, including degree-granting academic institutions, research institutes, and teaching hospitals affiliated with academic degree-granting institutions. If awarded, recipients are required to devote at least 75 percent of their time to research-related activities, though it is not required that 75 percent of this time only be devoted to the BWF-awarded research project.

Months of Postdoctoral Research Experience:

- Candidates must have completed at least 12 months but not more than 60 months of postdoctoral research by the date of the full invited application deadline.

- Post-PhD work experience in any scientific research field (including outside academia) cannot exceed 60 months.

- Generally, 60 months of postdoctoral research will occur within 60 months of receiving one's doctoral degree. In determining eligibility, candidates should use either their PhD thesis defense date (or MD for MD/PhD), or the date their degree was conferred by the institution.

- Candidates who are not titled "postdoctoral" fellows may be eligible if (1) work experience equals at least 12 months, but not more than 60 months of postdoctoral research experience, including time as, for example, a research associate, or non-tenure track research faculty, and (2) all other eligibility requirements are met.

- For clarity, the full application deadline is January 12, 2026. To be eligible, generally the applicant would need to have received their doctoral degree no earlier than January 12, 2021, and no later than January 12, 2025, unless they request prior approval in writing from the Program Officer to be considered for the following exceptions:

  - If a portion of the post-PhD work timeline was not in a science research field, and the total scientific work experience does not exceed 60 months, the candidate may be eligible **but must gain prior approval** from the BWF program officer. **No exceptions** to this requirement will be made.

  - **Parental or other well-justified family/medical/military leave does not count against the 60-month clock. An automatic 1-year extension will be granted for the birth or adoption of a child.**

- If an applicant submits an LOI and does not fall within the experience requirement and has not received written prior approval for an exception – their application will be considered ineligible for review.

Publications:

- Candidates must have at least one first-author publication in a peer reviewed journal, including papers on which "first authorship" is shared. Candidates who have submitted a first-author manuscript from graduate or undergraduate studies, but it has not yet been published, may apply if the manuscript is accepted for publication or in press. Candidates may include in their list of publications manuscripts that have been submitted and published in pre-print journals such as bioRxiv or arXiv. However, preprints will not count towards the one first author peer-reviewed publication rule.

Institutions:

- Grants can only be made to non-profit institutions [501(c)(3) or equivalent] in the U.S. or Canada on behalf of the award recipient.

- Candidates must be based at public or private nonprofit organizations [501(c)(3) or equivalent] in the United States and Canada, including degree-granting academic institutions, research institutes, and teaching hospitals affiliated with academic degree-granting institutions. A 501(c)(3) organization is an American tax exempt, nonprofit organization. Candidates should check with their institutional officials to confirm the institution's classification.

- Candidates who are postdocs at an independent research institute or teaching hospital may be eligible if the institute is a non-profit institution [501(c)(3) or equivalent] in the U.S. or Canada.

- Candidates may apply from the U.S. National Institutes of Health (NIH) or HHMI's Janelia Research Campus. The NIH/HHMI will support these award recipients during the postdoctoral years. With the exception of eligible postdoctoral fellows at the NIH, LOIs will not be accepted from federal facilities. These policies are non-negotiable.

- Institutions may not be changed after submitting a LOI. Candidates moving to a new institution after submitting the LOI will not be able to submit a full application, even if invited to do so.

ELIGIBILITY REQUIREMENTS (CONTINUED)

Postdoctoral Mentorship:

- Candidate's primary postdoctoral mentor must also hold an appointment at the same nonprofit institution as the candidate in the U.S. or Canada. Two postdoc mentors are permitted; one must be designated as the primary mentor who will sign off on the LOI. Mentors may not be changed after submitting a LOI.

Citizenship/Residency Status:

- 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 a grant is awarded and the candidate's 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. may be limited due to their visa status. If invited to submit a full application, the postdoctoral institution must verify the candidate's immigration status as part of the application.

Holding Other Awards:

- Candidates must not hold nor have accepted a K99 award from the U.S. National Institutes of Health.

- Candidates must not hold nor have accepted a career transition award supporting both a postdoctoral and faculty phase, such as through the HHMI Hannah Gray Fellows program.

- Candidates with a K01 award from the NIH may apply for this award as long as they meet all the remaining criteria, however, if granted a CASI award, the NIH will need to fund the postdoc portion and BWF will only fund the faculty portion of the award.

- Candidates may not submit more than one CASI LOI per application cycle. Candidates can re-apply in subsequent years as long as they remain eligible.

- Candidates are permitted to submit an LOI and/or application for other BWF competitive programs simultaneously. If a candidate is selected as a finalist for both awards, they will need to decide which award to accept. **Candidates may not hold concurrent BWF awards.**

IMPORTANT NOTE

Candidates with questions about their eligibility must contact BWF in advance of the LOI application deadline. BWF will make no exceptions to its policies.

HELPFUL LINKS AND POINTS OF CONTACT

Please review our online Frequently Asked Questions first. Information about Burroughs Wellcome Fund and Career Awards at the Scientific Interface can be found on our website, www.bwfund.org and at the links below:

- Career Awards at the Scientific Interface Program Website

- Career Awards at the Scientific Interface – Tips for Writing a Successful Application - A recording of Dr. Tammy Collins, Program Officer, providing an overview of the CASI grant award and the application process.

- Frequently Asked Questions

- CASI Advisory (Review) Committee Members

- Past CASI Grant Recipients

For eligibility and programmatic questions related to the Career Awards at the Scientific Interface, please contact casi@bwfund.org.

Technical questions regarding use of the ProposalCentral system should be directed to:

ProposalCentral Support
1-800-875-2562
(8:30am to 5:00 pm ET M-F, except holidays)
pcsupport@altum.com

SELECTION PROCESS

The Interfaces in Science Advisory Committee will review all LOIs, select candidates to invite for submission of full applications, interview finalists, and make recommendations for awards to the BWF Board of Directors.

Selection will be based on:

Project Plan:

- Importance of biological questions identified in the proposal, and innovation in the approaches chosen to answer them. Candidates should present clear evidence of already beginning to tackle a biological problem.

- Interdisciplinary nature of the research plan, the degree to which non-biological methods are integrated, and the degree to which the proposed work will open new fields of inquiry.

- Innovation and appropriateness of proposed methods; creative and original scientific approaches.

- Potential for large impact and ability to advance the field.

Investigator:

- Depth and rigor of training in a scientific discipline other than biology.

- Scientific experience to move project forward.

- Potential of candidate to establish a successful independent research career, evidenced by productivity during the postdoctoral period prior to application.

- Quality of proposed collaborations, recommendations, and personal statement.

Impact of person on the BWF CASI community:

- Provides impactful/unique voice to the BWF/CASI community based on field of research, institution, and characteristics such as personal background/lived experiences based on gender identity, race/ethnicity, etc.

- Cultivates collaborative and collegial relationships within the community.

- Meets one of the "Special Consideration Criteria" for scientific research project, i.e. AI/ML or Climate Change and Human Health.

- All eligibility requirements having been met.

Candidates selected to submit a full application will be notified by November 24, 2025. The full application deadline is January 12, 2026. Candidates not selected may reapply in the next award cycle, provided they meet the eligibility requirements. **BWF does not provide critiques of unfunded proposals.**

TERMS OF GRANT/USE OF FUNDS

Use of Funds

BWF's Career Awards at the Scientific Interface (CASI) provide $560,000 over five years to bridge a scientist's advanced postdoctoral training and the first three years of faculty service.

Budget Submission Not Required for LOI or Full Proposal

While the use of grant funds is detailed in this RFP, an itemized budget and budget justification are not required for the submission of an LOI and full proposal. Consequently, there is no input field or attachment available for submitting these elements in the application portal. If awarded, BWF will provide instructions to the award recipient and the institution's financial officer to prepare and submit a budget and budget justification through ProposalCentral.

The Postdoc Portion of the Award

The following is a breakdown of the funding levels of support provided during the postdoctoral portion of the award:

- Year 1: $100,000
- Year 2: $100,000

Specifically for the postdoctoral portion of the award:

- The award should last a minimum of one year and a maximum of two years.
- Funded institutions may utilize up to $80,000 of CASI funds in year one and up to $85,000 in year two, to fund the award recipient's salary. The award recipient's total salary may be supplemented from other sources. BWF expects that the institution will fund the award recipient's salary to meet or exceed the NIH pay scale appropriate to the trainee's level of experience.
- Funded institutions may also utilize up to $10,000 for fringe benefits for the award recipient.
- Any equipment purchased by the award recipient is transferable to the institution providing the faculty appointment.
- Award recipients may use funds for advanced course work in biology (at any institution). Applicants should describe within the invited proposal if they intend to use award funds for this purpose.

- The unpaid balance of the postdoctoral portion of the award may be added to the faculty portion of the award if an award recipient moves to a faculty position in less than two years.

The Faculty Portion of the Award

The award provides the following levels of support during the faculty portion of the award:

- Year 3: $120,000
- Year 4: $120,000
- Year 5: $120,000

Specifically for the faculty portion of the award:

- The total award will be $560,000 minus the portion used during the postdoctoral year(s).
- The award term normally will be five years minus the postdoctoral portion of the award.
- A maximum of up to $24,000 of grant funds may be used annually towards the award recipient's salary and fringe benefits during the faculty phase. If grant funds are applied towards fringe benefits, no more than $12,000/year of the $24,000 salary and benefit limit may be applied towards fringe benefits.
- Awardees demonstrating adequate progress may be granted no-cost extensions up to the time they are reviewed for tenure.

Across the full award, the following stipulations apply:

Salary and Fringe Benefits

- When an institution's salary or fringe benefits scale for the award recipient's position exceeds the amount of salary and fringe benefit support provided by the grant, then the institution must supplement the award recipient's salary and fringe benefits to cover these costs as an indication of support for the award recipient.
- It is anticipated that institutions will make a contribution to the awardee's salary to maximize the amount that can be used for research.
- Outside of the limits above, an additional amount of up to $5,000 per year of the grant funds may be used for childcare expenses.

- These limits on salary and fringe benefits do NOT apply to salary and fringe benefits for personnel working within the award recipient's lab.

- Should extraordinary circumstances warrant a need to use more of the grant funds for salary and fringe benefits to the award recipient, prior approval MUST be obtained from the BWF Program Officer.

- BWF does not set or cap the salary level of its awardees, nor does it require a minimum amount of the grant to be used to cover salary.

- Any remainder of the grant funds not used to support the named investigator's salary and fringe benefits shall be used for expenses relating to the award recipient's proposed research.

Allowance for Research Expenses

- The support allocated for research is under the control of the award recipient and may be used flexibly for such items as equipment, consumable supplies, travel to scientific meetings, and laboratory personnel working with the award recipient. Prior approval by BWF is required when, within an award year, purchases of equipment exceed $20,000 or travel costs exceed $8,000.

Indirect Costs

- Indirect costs may not be charged against the grants.

Tuition & Fees

- No BWF Grant funds may be used towards tuition and fees.

Supplemental Funds

Award recipients may obtain funds from other sources for research in the same or similar areas as that conducted under these grants, so long as there is no conflict with meeting the terms of BWF's award. Award recipients may not hold concurrent BWF awards or NIH K99/R00 awards.

Carryover, No-Cost Extension & Return of Unspent Funds

During the award period, unused research funds may be carried over to the succeeding year. At the termination of the grant period, unspent grant funds that exceed 5% of the original grant awarded or $500 (whichever is less) must be returned to BWF within 30 days, unless the named investigator transfers to a new institution. Award recipients may receive a no-cost extension for 12-24 months; requests explaining why an extension is needed must be submitted in writing within ProposalCentral prior to the end of the award.

Post-Award Management

Grants are made to institutions on behalf of the named award recipients. The institutions must qualify as a 501(c)(3) or equivalent and the institution's most current U.S. Tax Determination Letter must be on file with the Burroughs Wellcome Fund (BWF). The institutions are responsible for disbursing the funds and for maintaining adequate supporting records and receipts of expenditures.

Preparing for Faculty Appointment & Transfer of Award

Prior written approval from BWF is required before this grant can be transferred to the award recipient's faculty institution. Before approving the faculty portion of the award:

- BWF encourages award recipients to seek faculty appointments at institutions where they did not conduct their postdoctoral training; however, if an award recipient accepts a faculty position at his/her postdoctoral institution, prior written approval from BWF is required.

- Before approving the faculty portion of the award, BWF requires the hiring institution to make a significant commitment to the award recipient's career development as represented by the financial and professional situation presented in the awardee's faculty offer letter.

- BWF strongly prefers tenure-track faculty appointments, accompanied by salary support and support for starting up a laboratory or research group.

TERMS OF GRANT/USE OF FUNDS (CONTINUED)

- The institution must name at least one tenured faculty member in a discipline complementary to the award recipient's primary discipline who is willing to serve as a faculty mentor.

- Award recipients must be given the opportunity to take an adjunct or joint appointment in a second department, if desired.

- The awardee must transfer to a non-profit Institution in the U.S. or Canada for the faculty portion of the award. The award will be terminated for awardees transferring to Institutions outside of the U.S. or Canada; the balance of any unused award funds shall be returned to BWF.

- When hiring a BWF award recipient to a tenure-track faculty position, the hiring institution must state in writing its intention to support an application for permanent residency if requested by the award recipient and if the permanent residency would take effect during the period of employment by the institution.

- If the institutional commitment to the award recipient is deemed inadequate, BWF reserves the right to terminate the faculty portion of the grant.

- Award recipients who change institutions may take with them any equipment or supplies purchased under the award. The balance of any unused award funds shall be returned to BWF and BWF will transfer these funds to the new institution.

- BWF prefers that award recipients do not move from one institution to another during their three years of faculty service. Special training opportunities that require faculty-level award recipients to spend up to a year away from their base institution may be considered; award recipients must submit to BWF a written request that explains why the training is needed.

Annual Budget Submission

BWF utilizes ProposalCentral to manage grant awards including budgets and expenditures. Upon execution of the grant agreement, award recipients must update their grant award record to provide BWF with an itemized annual budget and budget justification in accordance with the budget allowances and limitations outlined in this RFP and grant agreement. All budget narratives must show calculations for all budget items and must clearly justify/explain the need for these items. ProposalCentral's high-level budget categories include Personnel, Equipment, Supplies/Materials, Meetings/Travel/Professional Development, Participant Support Costs/Program Costs, Consultants, Evaluation, and Other.

Progress & Financial Reporting

Award recipients must provide BWF with an annual progress report, and institutions must submit an annual expenditure report from the financial officer of the institution according to the dates specified in the grant agreement. The reports must be submitted in the format provided by BWF, the current format is available through BWF's grants management system, ProposalCentral. Continued funding will depend on both the timely submission of these reports and their favorable review by BWF and its program advisory committee. At the conclusion of the grant, the annual progress report and expenditure report shall be submitted as final reports covering the full Grant period.

Publications, Intellectual Property & Dissemination of Findings

Scientific publications or presentations that result from these awards must acknowledge the award recipient's receipt of a Burroughs Wellcome Fund Career Award at the Scientific Interface. Copies of journal articles and other publications should be sent to BWF along with the annual progress report.

Award recipients should follow their institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under these awards. Award recipients are expected to adhere to all federal, state, and local regulations regarding the participation of human subjects, and the use of animals, radioactive and hazardous materials, and recombinant DNA in their research projects. BWF expects that appropriate federal, state, and local guidelines with regard to scientific misconduct are in place and enforced at all institutions with which BWF award recipients are affiliated.

Award recipients should share scientific findings in a timely manner via the standard means of scientific communication, including publications and/or presentations in scientific forums. BWF encourages, but does not require, that awardees publish in open access journals. BWF will not retain any rights to published results, intellectual property, or patents that result from the research.

INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT AN LOI AND PROPOSAL

Application Process

Applying for this award is a three-stage process:

1. **Letter of Intent (LOI).** Interested candidates who meet the eligibility criteria will need to submit one online LOI through BWF's Grant Application System, ProposalCentral, by **September 2, 2025, 3:00 pm EDT**. The grant application portal will be available by July 1, 2025. In brief, the LOI includes applicant information (to be completed within the grant portal), an essay, and a confidential primary postdoctoral mentor letter of recommendation.

2. **Full proposals.** Submission of full proposals will be *by invitation only* after review of LOIs. By November 24, 2025, a selected group of applicants will be invited to submit a full application. Instructions on how to prepare a full research proposal (elements listed below) are provided in this document beginning on page 18. Full proposals will be due **January 12, 2026 by 3:00 pm EST** and also submitted via ProposalCentral.

3. **Interview.** Participation in an interview will be *by invitation only* after review of full application proposals. A selected group of applicants will be invited to participate in an approximately 20-minute interview with the CASI Advisory Committee and BWF staff, conducted virtually over Zoom. We will reach out by the end of March 2026 to invite finalists for interviews and to coordinate the scheduling process.

PLEASE START EARLY AND PLAN AHEAD!

All communications, including the invitation to submit a full proposal and declinations, will be made through email and the grantee portal, ProposalCentral.

For some individuals, the autogenerated emails from ProposalCentral may be delivered to a junk/spam folder. It is recommended that candidates contact their referees (e.g., postdoc mentor, graduate advisor, etc.) and signing officials, to ensure these individuals receive and respond to the email notifications and complete required tasks in ProposalCentral before the noted deadlines.

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

Proposals that are not in compliance with instructions outlined in this document will be rejected out of fairness to all applicants.

INSTRUCTIONS ON HOW TO PREPARE
AND SUBMIT AN LOI AND PROPOSAL (CONTINUED)

Registering on ProposalCentral

ProposalCentral is an application and grants management system utilized by multiple funders. Applicants may already have an account on the site. To access ProposalCentral, use the following link: https://proposalcentral.com.

If the applicant/candidate does not have an account, the candidate must register on ProposalCentral by clicking the "Need an account?" button and creating a professional profile, including a unique user ID and password. Remember the login and password to access the application at a later time. Applications do not need to be completed in one sitting.

If a professional profile has already been created, the candidate must verify the information for accuracy before submitting a completed application. Demographic data in the professional profile is for statistical use only.

When creating the professional profile, candidates will be asked to add a primary institution. This is the institution where the applicant currently holds a position. It is likely that the institution already has a profile on the system. To search for the institution:

- Input the institution name (partial) and click display results.

- Information from the institutional profile will automatically populate, including the institutional officer.

- If your institution is not listed on ProposalCentral, please reach out to the ProposalCentral technical support staff to help with this process.

Candidates have the option of linking their ORCID iD to their ProposalCentral account. ORCID iD is a persistent digital identifier that is unique to individual researchers, where one can keep their CV information current and share with other systems. BWF does not require the use of ORCID iD at this time, but it is highly suggested. Visit orcid.org/register for additional details. To start a LOI from the professional profile, locate the red "Create New Proposal" button.

Preparing and Submitting an Online Letter of Intent (LOI)

To begin a Letter of Intent (LOI) submission, applicants should use ProposalCentral.

All proposals must be submitted through the ProposalCentral site including a confidential recommendation letter to be uploaded by candidate's primary postdoctoral mentor, by September 2, 2025 at 3:00 p.m. (EDT).

The following proposal elements will be required for the LOI:

- Applicant/PI Information (postdoc is the PI)

- Applicant Demographics

- Institutional Information

- Listing of Key Contacts

- Mentor Information

- Proposal Information

- List of Up To Five Publications

- Essay (4,000 character maximum, including spaces)

- Additional Proposal Information

- Confidential Recommendation Letter from Postdoctoral Mentor

Note: A confidential recommendation letter is required for the LOI. Note that it is the responsibility of the candidate to ensure that the confidential letter is submitted by the LOI deadline. Each element of the proposal must be completed before the application can be submitted, and an application will not be considered complete without this confidential recommendation letter. The mentor will be able to upload the letter into the BWF grants management system.

The following instructions will provide additional guidance on the requirements for the BWF CASI letter of intent and how to submit the proposal through ProposalCentral.

Creating a New Proposal

After creating the professional profile and linking it to the appropriate institution, the next step is to begin the LOI using the following steps:

- Locate the Home tab within ProposalCentral and click the red "Create New Proposal button."

- Use the "Filter by Grantmaker" button to select the Burroughs Wellcome Fund.

- Locate Career Awards at the Scientific Interface and click the "Apply Now" button.

- Verify that an application is being created for the Program: Career Awards at the Scientific Interface, enter the project title and hit "Save."

- Complete the LOI now or save and revisit later.

The following pages and proposal elements must be completed prior to submission. Most elements will be entered into ProposalCentral's webform fields. All fields in ProposalCentral marked with a red asterisk are required. Only the confidential recommendation letter will be uploaded as an attachment to the web application.

Title Page

Enter the project title to begin the application (limited to 150 characters with spaces). Click "Save" to be able to return to the proposal at a later time. Answer additional questions on the page, indicating how you heard about the program, if you are a former applicant or awardee, and your discipline of doctoral training.

Download Instructions

In this section, candidates can download a copy of this CASI RFP document which includes instructions for completing this application.

Enable Other Users to Access the Proposal

This section allows applicants to grant access to others that need access to the proposal. A candidate may grant three levels of access: View only, Edit (cannot submit), and Administrator (edit and submit). Only registered ProposalCentral users can be given access to the system. Individuals can register for a ProposalCentral user account at this link. To search for a user with an existing account, enter their User ID/email address in the space provided and click "Find User."

Applicant/PI Professional Profile

In this section, information is pre-populated with information from your professional profile. The following information must be completed in the professional profile (and it will populate in the Applicant/PI section):

- **Institution:** This is the institution where the candidate currently holds a position. It is likely that the institution already has a profile on the system. If your institution is not listed on ProposalCentral and/or if any institutional information is incorrect, please reach out to the ProposalCentral technical support staff and your institutional representatives to help with this process. Note that ProposalCentral may ask for previous work history but that it is not required for the application.

- **Contact Information:** Position Title, Academic Rank, Primary Job Function, Department, Address (Street, City, State, Zip, Country), E-Mail, Phone Number (Work and Mobile)

- **Baccalaureate/Post Baccalaureate Degree(s) Table:** Please enter your degree information in the fields provided (see, "Edit Professional Profile", section 2 "Degrees") to include the degree type, year awarded, and awarding institution for each degree awarded including bachelors, masters, and doctoral degrees.

INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT AN LOI AND PROPOSAL (CONTINUED)

After completing the professional profile and saving, press "return to LOI/Proposal" to continue working on the following section of the LOI application.

- **Faculty Certification:** Indicate if you have accepted a tenure-track faculty position.

- **NIH K99 Application:** Indicate if you have applied or plan to apply, for the NIH K99 award.

- **Publication List:** List up to five of the candidate's top publications. The candidate should be a first author on at least one publication in a peer reviewed journal, including papers on which "first authorship" is shared. Other publications in the list may include manuscripts that have been submitted or published in pre-print journals, such as bioRxiv or arXiv. However, preprints will not count towards the one first author peer-reviewed publication rule.

- **Months of Postdoctoral Training:** Enter the total number of months you have spent in research since your PhD was awarded. If the time since your PhD (or highest degree) was awarded is less than 12 months or exceeds 60 months from the full application deadline, January 12, 2026, you are ineligible to apply unless granted an exception and prior approval to apply by the Program Officer in writing. Please indicate the date in which this approval was granted in this space, and provide a brief explanation of the circumstances.

- **Degree Information & Area(s) of Study:** Enter the requested information for the following: List the highest degree(s) completed, area of study for the Baccalaureate Degree(s), area of study for Post-Baccalaureate Degree(s) (i.e. Doctoral and Masters' degree(s) (if applicable)), and date highest degree was completed.

Applicant Demographics – Confidential (for statistical use only)

In this section, the applicant will respond to questions to provide details about their gender, race, ethnicity, disability status, citizenship, and residency status. The information collected in this section is confidential. This data is for statistical use only.

- Demographic Data (for statistical use only)

Institution

Candidates MUST apply from a public or private non-profit organization [501(c)(3) or equivalent] in the United States or Canada, which includes degree-granting academic institutions, research institutes, and teaching hospitals affiliated with academic degree-granting institutions. A 501(c)(3) organization is an American tax exempt, nonprofit organization. Candidates should check with their institutional officials to confirm the institution's classification. The mentor must hold an appointment at the same nonprofit institution as the candidate.

Be certain the Lead Institution is the institution where 1) the applicant plans to conduct their postdoctoral research and 2) the primary postdoc mentor has an appointment. If you need to change the institution, please click "Change Institution" and search for the appropriate organization. If this institution does not have a profile in ProposalCentral, contact ProposalCentral for technical assistance.

Candidates that are postdocs at independent research institutes or teaching hospitals may be eligible to apply if the research institute is a nonprofit institution [501(c)(3) or equivalent] in the U.S. or Canada. With the exception of eligible postdoctoral fellows at the National Institutes of Health, LOIs will not be accepted from federal facilities. These policies are non-negotiable.

- **PI Institution Type:** Please indicate whether or not the nominating institution for which you're applying on behalf is a degree-granting institution. Note, both degree-granting and non-degree granting institutions are eligible to apply for this award. This data is collected for statistical use only.

INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT AN LOI AND PROPOSAL (CONTINUED)

Mentor and Key Personnel

Contact information and additional details on the following individuals should be provided:

- Postdoc Mentor (required, will provide a letter of recommendation for the LOI)

- Secondary Postdoc Mentor (optional)

- Graduate Advisor* (required, will provide a letter of recommendation only if invited to submit a full proposal)

To add key personnel, enter the email address of the individual and click the "Add Contact" button. Select the appropriate role from the drop-down menu. Complete the requested fields, including the institution of the key personnel. If the institution is not available in the search institution list, please add in the "Manual Institution Name" field. Click "Save" when done.

*Note: Providing the Graduate Advisor contact information is required at the LOI stage. Typically, the Graduate Advisor would be your primary mentor who supervised you during your PhD training. If you are invited to submit a full application proposal, your graduate advisor will also need to provide a letter of recommendation. If your graduate advisor is unavailable, we will provide flexibility in allowing your PhD/graduate thesis committee member chair or other graduate thesis committee member to submit a letter regarding work during your graduate phase.

Letter from Mentor and Mentor Certification

The primary postdoc mentor is required to complete the following information for the LOI through the ProposalCentral system:

- Confidential Letter of Recommendation

- Certification of the postdoc's eligibility

The recommendation letter is REQUIRED to submit the application. No late applications will be accepted due to letters not being uploaded by the mentor. It is recommended that the letters be uploaded and the certification completed at least a week early, August 26, 2025, to allow ample time for the letter completion. Only one letter is allowed per LOI. **Secondary postdoc mentors do not need to submit a letter of recommendation.**

In the letter, the primary postdoctoral mentor should describe the candidate's qualifications and potential for contributing to biomedical science, highlighting specific skills or expertise in a scientific discipline other than biology. The letter should also describe the research environment in which the candidate will work, the mentoring plan for the candidate, the number of graduate students and postdoctoral fellows in the lab, and the supporting services to be provided by the institution. The letter should be on letterhead, include a signature block, and be uploaded as a PDF.

Candidate instructions to obtain confidential postdoc mentor letter:

From within the online LOI application, access the "Mentor Letter and Certification Section" to send an email to the postdoc mentor requesting a letter. Enter the email address of the mentor, confirm the email, and click the "+" button. A pop-up screen will appear. Verify the information and click the "Send Email" button. The mentor will be sent instructions on how to upload the letter and complete the certification form. Once the letter has been uploaded, it should be listed in the "Attached Documents" section as an attachment.

The email to the mentor will contain a link that the mentor must use to upload the letter to the LOI, as well as complete the certification questionnaire. Letters are confidential and cannot be viewed by the candidate.

Once the letter has been uploaded by the recommender, the letter will be listed in the "Attached Documents" section in the list of uploaded documents.

Essay

An essay of no more than 4,000 characters (including spaces) should be entered in the webform field provided. The essay should be addressed to a group of well-educated scientists, who are not necessarily experts in the field. For a competitive LOI, a candidate will address the following points in their essay:

- Describe the key biological question that remains unanswered.

- State the larger objective of the proposal and provide specific aims that will achieve this. Include some degree of detail about the experiments that you plan to conduct to address the key unanswered biological question.

- Provide a brief description of your ability to carry out the research project.

- Address interdisciplinary and innovation aspects of your proposed research.

- Describe your future career goals. State how this project will transition to the postdoc's independent/faculty career period. Emphasize how your interdisciplinary training positions you to be the one to answer the research question.

- Describe the overarching broad impact of your research. Place your project in a larger context regarding its impact on other areas, emphasizing its significance.

Additional Information

Complete additional fields as requested on the form:

- **Discipline(s):** The scientific discipline "Basic Biomedical Research" is the only selection available for CASI Applicants.

- **Area(s) of Biology:** Select up to two areas of biology that best describe your work.

- **Methods Proposed:** Select at least one non-biological method or approach that will be integrated into your research plan.

Attached Documents

Here, the Blind Letter of Recommendation will be included in the list of uploaded attachments, once the mentor has uploaded the letter. No additional documents need to be uploaded for the LOI.

Submission Process

Once the application is complete, do the following:

- Click "Validate" on the sidebar to see if any errors are identified. All information must be provided prior to application submission.

- Click "Sign and Print" on the sidebar. The candidate should type their name in the box provided and click "Sign." Candidates may print and download a copy of the proposal for their files.

- SUBMIT your application. Click "Submit" on the sidebar. In this section, there will be a button to submit the application. Review the instructions and click the blue "Submit" button to submit your application. Your application is not submitted until you complete this step.

You should receive a confirmation email once your application is submitted. If you do not receive this email, please reach out to BWF.

Note:

LOIs will not be accepted after 3:00 pm EDT on September 2, 2025. The online application system shuts down automatically at the deadline. Plan to submit the application well in advance of the grant deadline to allow adequate time to troubleshoot any issues. NO EXCEPTIONS OR EXTENSIONS WILL BE GRANTED.

After the deadline, candidates with incomplete LOIs and those not adhering to instructions will be disqualified without prior notice. Do not include a cover letter or supplemental materials. If extra materials are included, the LOI will be rejected out of fairness to all candidates.

Other Information

Accessing a saved application: to access a saved proposal, login to the ProposalCentral system. Click the proposals tab to see a list of in progress or submitted proposals, along with the status.

Correcting a Submitted LOI

After an LOI has been submitted, applicants have the option to unsubmit it to make changes, if necessary, only if: 1) the LOI deadline hasn't passed; or 2) BWF has not already routed the LOI to a committee for review.

In the event that an applicant needs to edit an LOI, please review the instructions on page 26 for "Unsubmitting An Application" in the "How to Create an Application Using Proposal Central" guide accessible at this link: https://docs.proposalcentral.com/CreateApp.pdf.

INVITED APPLICANTS ONLY
PREPARING AND SUBMITTING A FULL PROPOSAL

Invited Full Proposal Elements

- Graduate Advisor Recommendation Letter (confidential)
- NIH Biosketch (5-page limit)
- Personal Statement (1-page limit)
- Scientific Abstract (1-page limit)
- Research Plan (6-page limit)
- Bibliography (optional, 4-page limit)
- Submitted Reprints (1 required, 2 optional)
- Letter(s) of Collaboration & CV or Biosketch (optional, for up to 2 collaborators)
- Institutional Certification Form

Please Note:

- **The following section provides instructions for *invited proposals only*. Applicants will be notified on or before November 24, 2025, if they are invited to submit a full proposal.**
- Invited full proposals will not be accepted after 3:00 pm EST on January 12, 2026. The online application system shuts down automatically at the deadline and the SUBMIT button will not process a submission.
- A completed full proposal consists of data entry fields submitted through the online module plus a series of PDF attachments, a confidential letter of support from your graduate advisor, and approval from the institution's signing official.
- Applications will require a signature from the institutional signing official from the institution where the postdoc portion of the award will occur. This should be the institution where your postdoc mentor has an appointment. The signatory official will receive an email once their contact information is added to the proposal. The candidate should ideally follow-up with the signing official and provide instructions. The Signing Official should "sign off" by the application deadline of January 12, 2026, at 3:00 pm.

- Recommenders should upload their confidential letters well in advance of the deadline to allow ample time to troubleshoot any issues. Applicants are responsible for ensuring this happens and should liaise with recommenders accordingly. It is recommended that the letters be uploaded at least a week early, by January 5, 2026, to allow ample time for letter completion and submission.
- All attachments must be uploaded as Adobe Portable Document Format (PDF) files.
- NO EXCEPTIONS OR EXTENSIONS WILL BE GRANTED. After the deadline, applicants with incomplete full proposals and those not adhering to instructions will be disqualified. Only full proposals and recommendation letters submitted through the BWF online application website will be accepted.

Getting Started on the Full Proposal

Overview of Invited Full Application Elements

A. To be completed online:

1. Lay abstract (limit of 3,000 characters, including spaces)
2. Scientific abstract (limit of 3,000 characters, including spaces)
3. Personal Statement (limit of 4,500 characters, including spaces)

B. To upload to the application as a PDF:

1. NIH Biosketch (5-page limit)
2. Research Plan (6-page limit, not including Bibliography)
3. Bibliography (optional, 4-page limit)
4. Submitted Reprints* (1 required, 2 optional)
5. Letter(s) of Collaboration & CV or Biosketch (optional for up to 2 collaborators)

Three accepted (accepted with revisions is permitted) publications or manuscripts will be accepted. Pre-prints, such as bioRxiv or arXiv. org, are allowable as one of your three publications.

C. Recommendation Letter(s) – confidential
    (1 required, 1 optional)

D. Institutional Signing Official Certification Required
    (prior to deadline)

In order to meet the January 12, 2026 (3:00 pm ET)
deadline:

- Request letters of recommendation early through the
  ProposalCentral system.

- Be certain to add the signing official to your online
  application early in the process. This will allow the
  signing official ample time to review the proposal and
  complete the approval process.

Steps to the Application Process

1. Log in to the application website (below) using the
    ID and password you used to create your letter of
    intent. The application may be accessed and changed
    multiple times as needed prior to submission.

    https://proposalcentral.com

    Only invited applicants can access the full proposal
    application. Click on Proposals tab in the menu to
    view a list of applications. A copy of the full proposal
    application should be available. Click on the "edit button"
    to access the application. You should be able to locate
    the application with both the LOI and Proposal Name
    in the Title column. Following is a graphic of how it will
    look on the page:

    Proposal: Test Title 8-29-2022
    LOI: Test Title 8-29-2022

2. Revisit the various sections to verify information and
    provide additional information. All responses provided
    on the LOI should remain as is and not be updated.

3. Add the Graduate Advisor (if not already added from
    LOI) and an optional third referee to the "Mentor and
    Key Personnel Section." Select the appropriate role.

4. Request the reference letter from the Graduate
    Advisor and optional third referee in the "Request
    Recommender/Graduate Advisor Letter" section.
    ProposalCentral will use the Graduate Advisor's contact
    information provided in your previous LOI submission.

5. Add the Institutional Signing Official to the Nominating
    Institution page. Reach out to the signing official to
    confirm that they are able to serve as the signing official
    and provide instructions.

6. Complete the remainder of the application noting
    each of the proposal elements outlined in the section.
    Be sure to upload requested documents, such as the
    research plan and reprints.

7. **Validate** and **Submit** your proposal once your letter(s)
    of recommendation have been uploaded and the
    signing official has provided the appropriate signature

Proposal Elements

Most data entry information from the LOI is now available
for the full proposal. Contact BWF staff before changing
pre-populated data fields as your eligibility may be
impacted. All attachments must be uploaded as Adobe
Portable Document Format (PDF) files.

The following information will be requested in the full
proposal application.

Title Page:

The information is pre-populated on this page from the
LOI. Please do not make changes without contacting BWF.
Changes may impact your eligibility.

Download Instructions:

In this section, candidates can download a copy of this CASI RFP document which includes instructions for completing this application.

Enable Other Users to Access this Proposal:

This section allows applicants to grant access to others that would like to have access to the proposal. An applicant may grant three levels of access: View only, Edit (cannot submit), and Administrator (edit and submit). Only registered ProposalCentral users can be given access to the proposal. If there are other individuals assisting you in preparing, editing, or submitting the proposal, they must also create a user account for ProposalCentral.

Signing Officials will automatically be given administrator access to the proposal.

Applicant Information:

In this section, information is pre-populated with information from the professional profile. Changes should not be made from the LOI. Review and update the faculty certification, and NIH K99 application question, if this status has changed since submitting your initial LOI.

Upload the following at the bottom of the page:

- **Biosketch** *(required as PDF upload)*

  Upload a current NIH-style Biosketch as a PDF. While this is not an NIH application, we recommend that applicants utilize the NIH format for preparing their biosketch. Applicants should utilize the <u>non-fellowship format that excludes scholastic performance</u>. The biosketch must be uploaded as a PDF file not to exceed five pages.

Applicant Demographics:

In this section, information is pre-populated with information entered for the LOI, changes should not be made.

Nominating Institution and Contacts (including Signatory Official):

The nominating institution is where the proposed work will be performed during the postdoc portion of the award and is the institution where the postdoc mentor holds an appointment. The nominating institution was provided in the initial LOI submission and cannot be changed for the full proposal submission.

- Institutional Certification and Signature from Signing Official

Candidates MUST obtain approval from the institution that nominated them. Applications will need to be approved by an official responsible for sponsored programs (generally from the institution's grants and contract office, office of research, or sponsored program office). The Institutional or Signing Official should be added in this section, including the Finance Officer. An autogenerated email will be sent to the Institutional Officer/Signing Official and Finance Officer notifying them that an application is in progress. The Institutional/Signing Official will need to certify that you are eligible for the award, that the institution approves the application submission, and that the institution is eligible to receive the award. While the application does not require a signature from the Financial Officer, the Financial Officer is responsible for submitting an annual budget and completing the financial report if the grant is awarded.

It is the responsibility of the applicant to follow-up with the Signing Official with instructions. The proposal may NOT be submitted without the signature of the Signing Official. By adding the Signing Official to the application, you are granting them access to the application.

Mentor & Key Personnel:

Indicate key personnel, including but not limited to: mentor(s), graduate advisor, referees, and collaborators. The graduate advisor and primary/secondary postdoc mentor was provided in the LOI and should already be listed here. Do not change the graduate advisor or mentor without contacting BWF.

Optional: Add contact information for up to one additional referee and up to two collaborators.

For collaborators, provide: a 1) letter of collaboration and 2) CV (curriculum vitae) or Biosketch as a PDF.

- **Letter(s) of Collaboration & Collaborator(s) CV/ Biosketch** *(optional PDF upload; allowed for up to two collaborators)*

  Forging collaborations with other well-established investigators can add significantly to the award recipient's productivity as an interdisciplinary researcher. Candidates are therefore encouraged to include an optional letter of collaboration and either a CV (up to two pages) or Biosketch (up to five pages) from up to two proposed collaborators. The letter of collaboration should be written using a professional letter format, authored from the collaborator on the collaborator's institution letterhead, typically not exceeding two pages in length.

  These documents do not need to be confidential, and therefore, should be uploaded by the candidate. If such documents are included, the relevant collaborative situations should be described in the six-page research plan.

Request Recommender/Graduate Advisor Letter:

A letter of recommendation was provided from your Postdoc Mentor during the submission of your LOI. For the full proposal, at least one letter of recommendation from the applicant's PhD Advisor is required. A third letter is optional from an additional referee of the applicant's choosing. The Graduate/PhD Advisor (and additional referee if applicable) should be added to the Key Personnel Section.

Recommendation letters must be requested through the ProposalCentral system by adding the email address to the Request Recommender/Graduate Advisor Letters section. Reference letters must be uploaded by the letter writer

prior to submission. It is recommended that all letters are uploaded by January 5, 2026 to ensure completion and submission by the application deadline, January 12, 2026.

- **Letter of recommendation from PhD Advisor**

  One confidential recommendation letter (in addition to the letter we already received from your postdoc mentor) is required and MUST be uploaded to your application by the letter writer – this should be a letter from your graduate advisor. *Please do not resubmit the letter from your Postdoc Mentor; we already have this letter, and it will be available within your application package for the advisory committee to review.*

- **Optional third letter from a recommender who knows your work well**

  A third optional letter from a recommender who knows your work well may also be included, but is not required.

- **Additional Note**

  When requesting recommendation letters, applicants must use their Advisor's (and any additional referee's) professional/institutional email accounts. The use of personal email accounts is prohibited, unless prior approval has been granted from BWF.

It is the responsibility of the applicant to ensure that the confidential recommendation letter(s) has been uploaded to their application and submitted by the deadline. Late submissions will not be accepted. Additional instructions can be found in the Instructions for Requesting Confidential Letters Section at the end of the RFP.

Abstract and Lay Summary:

Provide the following:

- **Lay Abstract:** Provide a general audience summary. Take care to develop a well-articulated summary that the educated general public can comprehend. (Limit 3,000 characters including spaces).

- **Scientific Abstract:** Describe the proposed work in language that is understandable to a multidisciplinary group of scientific reviewers. (Limit 3,000 characters including spaces).

- **Scientific Discipline and Methods (provided in Letter of Intent – do not change)**

Publications *(one required; up to two additional reprints are optional)*:

Provide information on up to three reprints that will be shared with the review committee. The reprints included do not need to be the same as those previously listed on the submitted LOI. PDF copies of the reprints will be uploaded in the Attachments section.

Provide information on the following by clicking the blue "add" button:

- **Reprints** *(one required; up to two additional reprints are optional):*

  List up to three accepted (accepted with revisions is permitted) publications or manuscripts that demonstrate your capabilities and relevant research accomplishments. At least one reprint is required. Pre-prints, such as bioRxiv or arXiv, are allowable as one of your three publications, but will not count towards fulfilling the requirement to submit at least one reprint.

- Click the "+" button to add a publication to the list. In the pop-up window, select publications provided in your professional profile or add new publications by clicking the "Create New Publication" button at the bottom of the pop-up screen. Add the title of the publication, authors, work type, the journal, and any other pertinent information. Adding the DOI will automatically complete the information and provide a link to the publication (if able).

- Be prepared to add a PDF of the reprint to the Attachments section of the application (in addition to listing the Publications in this section).

Only THREE reprints will be allowed. If more are referenced, the additional reprints will be removed.

Personal Statement:

- **Personal Statement** *(required; 4,500 character limit, including spaces):*

  Describe your activities and interests outside of science to give the CASI Advisory Committee a sense of your individuality beyond your scientific accomplishments. You may also choose to address characteristics such as personal background/lived experiences based on gender identity, race, ethnicity, etc.

Research Plan and Attachments:

Applicants should provide the following by clicking the "Attach Files" button to upload the requested PDF documents:

- **Research Plan** *(required as PDF upload; no more than six pages, including figures, tables, images, graphs, and references)*:

  The research plan must address questions in any area of biomedical science. Research methods may include any combination of experiments, computation, mathematical modeling, statistical analysis, imaging, or computer simulation.

  Use a standard 11- or 12-point font for the text, and no smaller than a 10-point font for figures, legends, and tables. Text must be single-spaced, with one-inch or larger margins on all sides. Number the pages of the research plan. Again, do not include a table of contents or appendices.

  In the order listed below, your plan should describe:

  1. Scope and significance of your postdoctoral research, highlighting your personal involvement in interdisciplinary work thus far.

  2. Describe your work plan for your faculty years.

  3. Career objectives, including how the award will help you achieve these objectives. For example, if you plan to take additional course work in biology, describe it.

  4. Why you are the best person to do the work you are proposing.

- **Bibliography** (*optional; up to four pages, PDF upload)*:

  Provide a list of literature references directly relevant to the research plan. The bibliography is not included in the six-page limit for the research plan and submission of a bibliography is optional. While we do not specify a preferred style for citations listed in the bibliography, we recommend using a standard style commonly used in your professional publications.

- **Publications** *(one required; up to two additional reprints are optional; PDF upload):*

  Provide a PDF of each of the publications listed in the Publications Section of the proposal. Up to three accepted (accepted with revisions is permitted) publications or manuscripts that demonstrate your capabilities and relevant research accomplishments can be provided. At least one reprint is required. Preprints, such as bioRxiv or arXiv, are allowable as one of your three publications, but will not count towards fulfilling the requirement to submit at least one reprint.

Sign and Print:

The applicant and Signing Official are required to certify that the application is complete and true. The following is required prior to submission and the application deadline.

- **Applicant Signature** *(required)*
- **Institutional Signing Official Signature** *(required)*

  The institutional Signing Official should be added to the application in the "Nominating Institution and Contacts" section. This individual will automatically be given edit privileges to the proposal. The person is required to login to ProposalCentral, edit the proposal, visit the Sign and Print section, and add their signature prior to the application deadline.

Applications cannot be submitted without both signatures. Signatures must be obtained prior to the application deadline. Extensions will not be given for missing institutional signatures.

Validate:

Applicants must click the "Validate" link to check for any missing required information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

Submission Process

Once the application is completed and validated, proceed with submitting your application.

- Click "**Submit**" on the sidebar. In this section, there will be a button to submit the application. Review the instructions and click the blue "Submit" button to submit your application. Your application is not submitted until you complete this step.
- Application submissions must occur prior to January 12, 2026, at 3:00 pm (EST). The submit button will disappear after that time. Applicants should receive a confirmation email once your application is submitted. If you do not receive this email, please reach out to BWF.

Proposals will not be accepted after 3:00 pm Eastern Standard Time on January 12, 2026. Plan to submit your application well in advance of the grant deadline to allow adequate time for Signatory Official approval and to troubleshoot any issues. No exceptions will be granted for missing recommendation letters or signatures. Only grant proposals submitted through ProposalCentral will be accepted.

After the deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified without prior notice. Do not include supplemental materials. If extra materials are included, the application will be rejected out of fairness to all applicants.

Correcting a Submitted Application

After a full application proposal has been submitted, applicants have the option to unsubmit it to make changes, if necessary, only if: 1) the application deadline hasn't passed; or 2) BWF has not already routed the application to a committee for review.

In the event that an applicant needs to edit an application, please review the instructions on page 26 for "Unsubmitting an Application" in the "How to Create an Application Using Proposal Central" guide accessible at this link: https://docs.proposalcentral.com/CreateApp.pdf.