INVESTIGATORS IN THE PATHOGENESIS OF INFECTIOUS DISEASE PROGRAM

Full Proposal Application Instructions
Upcoming Application Deadline: November 13, 2025

KEY DATES

Invited full proposal deadline	November 13, 2025, 3:00 pm EST
Notice of Award	By May 31, 2026
Award Start Date	July 1, 2026
Award End Date	June 30, 2031

START EARLY AND PLAN AHEAD!

- Applications for the upcoming deadline will not be accepted after 3:00 pm EST. **The online application system shuts down automatically at the deadline and the SUBMIT button will not process a submission.**

- A completed proposal consists of data entry fields submitted through the online module plus a series of PDF attachments and approval from the institution's signing official.

- Applications will require a signature from the institutional signing official from the institution where the award will occur. 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 must "sign off" by the application deadline at 3:00 pm.

- All attachments must be uploaded as Adobe Portable Document Format (PDF) files.

- **NO EXCEPTIONS OR EXTENSIONS WILL BE GRANTED.** After the 3pm deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified. Only full proposals submitted through the BWF online application website will be accepted.

GETTING STARTED ON THE PROPOSAL

Overview of Full Proposal Elements

A. To be completed online:

1. Proposal Information
2. Applicant Information
3. Applicant Demographics
4. Institution Information
5. Lay Abstract
6. Scientific Abstract
7. Budget and Budget Justification
8. Publication Information
9. Signature of Institution's Signing Official

B. To upload to the application as a PDF:

1. Institutional Letter(s) of Support
2. CV of Applicant (5-page limit)
3. Importance (template provided)
4. Research Plan (5-page limit, see RFP for details)
5. Bibliography
6. Facilities and Resources (template provided)
7. Reprints (1 required, up to 3 allowed)
8. US IRS Letter of Determination showing non-profit status
9. Confidential Letters of Recommendation (3 required, uploaded by recommenders)

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 compete 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.

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 Institutional Signing Official of the Applying Institution 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.

4. Complete the remainder of the application noting each of the proposal elements outlined in the section below. Be sure to upload requested documents.

5. Validate and Submit your proposal once the signing official has provided the appropriate signature.

PROPOSAL ELEMENTS

All proposals must be completed through the ProposalCentral site. The following pages and proposal elements must be completed prior to submissions. All fields with a red asterisk in the system are required.

Title Page:

Enter the project title to begin the application (limited to 150 characters). Click save to be able to return to the proposal later. Answer additional questions on the page.

Download Templates and Instructions:

Here candidates can download the instructions for completing the application, as well as necessary templates.

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 such as the collaborators/partners. 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 system.

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

Applicant Information:

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 possible that the institution already has a profile on the system. If the institution does not have a profile, contact technical support for assistance.
- **Contact Information:** Position Title, Academic Rank, Date Appointed to Current Academic Rank, Department, Address, City, State, Zip, Country, Email, Work, Mobile
- **Degree Information:** Highest Degree (and date), Baccalaureate Degree and Institution (and date), and other Post Baccalaureate Degree (if applicable)
- Anticipated Promotion Date
- Upload a current CV

Applicant Demographics:

On this page, please complete the demographic questions.

Nominating Institution and Contacts (including Signatory Official):

The institution is where the proposed work will be performed during the award and the institution where the Principal Investigator holds an appointment. The institution for the proposal may not be changed.

Applications will need to be approved by an official responsible for sponsored programs, generally from the institution's grants and contract's office, office of research, or sponsored program's office at the applying institution. The institutional or signing official should be added in this section. An email will be generated to the institutional officer/signing official notifying that an application is in progress. The institutional/signing official will need to certify your eligibility for the award, that the institution approves the application submission, and that the institution is eligible to receive the award.

A Financial Officer must be added in this section. The Financial Officer is responsible for 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 official to the application, you are granting access to the application.

Letters of Recommendation:

Three confidential letters of recommendation are **REQUIRED** and should be requested early. Letters of recommendation must be uploaded before the application can be submitted. At least one letter should come from someone involved in training the applicant. One letter must be from a recommender not connected to the applicant's current institution or its affiliates.

PROPOSAL ELEMENTS – CONTINUED

Applicant Instructions To Obtain Confidential Letters of Recommendation:

1. From within the application, access the Request Recommendation Letter Section to send an email to the recommender. Enter the email address of the individual, confirm the email, and click the "+" button. A pop-up screen will appear. Verify the information and click the "Send Email" button.

2. The email to the recommender will contain a link that the individual must use to upload the letter to the proposal. Letters are confidential and cannot be viewed by the candidate.

3. 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.

4. Letters are confidential and should not be viewed by the applicant. You will only be able to see that the letter has or has not been uploaded to your application.

Note: Letters sent separately or after the application due date will not be accepted.

Recommender Instructions To Submit Confidential Letter:

- Complete your letter offline using any standard word processing software. Please include the letter on official university letterhead, including a signature block.

- Convert the document to a PDF file. Save the letter as a .pdf on your system.

- Return to the applicant's email request and click on the web link which will take you to a page where you can upload the recommendation letter.

- Click the "Upload" button.

- Click the "Save" button.

- Once your letter has been uploaded, the applicant will be able to see whether or not your letter has been submitted, but cannot view the content of the letter.

- An application **CANNOT BE SUBMITTED** until the applicant's three letters of recommendation have been uploaded and attached to the application by the grant deadline, November 13, 2025, 3:00 pm (EST).

PROPOSAL ELEMENTS – CONTINUED

Abstract & Lay Abstract:

In this section, complete both a scientific abstract and a lay abstract. This section also contains the Five Critical Questions from the Letter of Intent.

Budget Period Detail:

Enter budget for your proposed project. Indirect expenses may not be charged against BWF grants.

Budget Summary:

At the bottom of the Budget Summary page, provide justification for each expense and category.

Publications:

List 1-3 publications below that will be shared with the review committee and upload a PDF of each publication. You may include up to three publications or manuscripts submitted for publication that demonstrate your capabilities and relevant research accomplishments. Manuscripts in preparation may not be included. At least one reprint is required and up to three are allowed.

Attachment Documents:

Please upload any of the following that were not uploaded previously in the full proposal application:

- **Institutional Letter of Support**
- **CV of Applicant**
- **Importance** (template provided)
- **Research Plan** (5-page limit, see RFP for details)
- **Bibliography**
- **Facilities and Resources** (template provided)
- **Publications** (1-3 reprints allowed)
- **US IRS Letter of Determination** showing non-profit status

Sign and Print:

The applicant and signing official are required to certify that the application is complete and true. The following are **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" section. This individual will automatically be given edit privileges to the proposal. The person is required to log in 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.

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 complete, proceed with the following steps:

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

- If there are no missing items in the application, click on the SUBMIT link on the sidebar. Click the blue SUBMIT button. The application is NOT submitted until you complete this step.

- Full Proposal submissions must occur prior to November 13, 2025 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 Time on November 13, 2025. 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 documents 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 a cover letter or supplemental materials. If extra materials are included, the application will be rejected out of fairness to all applicants.

Questions?

You can find additional information on the Investigators in the Pathogenesis of Infectious Disease program here.

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

Victoria McGovern, Ph.D., Senior Program Officer
vmcgovern@bwfund.org

Darcy Lewandowski, Program Associate
dlewandowski@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