

CAREER AWARDS AT THE SCIENTIFIC INTERFACE (CASI)

Full Application Instructions

DEADLINE: January 7, 2022

Key Dates	
Full proposal due	January 7, 2022, 4:00 pm EST
Finalist virtual Interviews	May 3 – 4, 2022
Notice of Award	By June 3, 2022
Award Start Date	July 1, 2022
Award End Date	June 30, 2027

START EARLY and PLAN AHEAD!

- Applications will not be accepted after 4:00 pm EST on January 7, 2022. **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 degree granting institution's signing official.
- Applications will require an electronic certification and signature from the institutional signing official from the degree granting institution where the postdoc portion of the award will occur. This should be the degree granting institution where your postdoc mentor has an appointment. The signatory official will receive an email once your application is submitted. Ideally, the applicant should submit early so the signatory official can certify the application prior to the application deadline. BWF will accept signatory approvals up to 5 business days after the full proposal deadline, but only for proposals submitted by the applicant by the application deadline of January 7, 2022, at 4:00 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 all letters of recommendation are uploaded by January 4, 2022.
- 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 (500 word limit)
 - 2. Scientific abstract (500 word limit)
- B. To upload to the application as a PDF:
 - 1. NIH Biosketch
 - 2. Personal Statement (*template required - 1-page limit*)
 - 3. Research Plan (*6-page limit, not including Bibliography*)
 - 4. Bibliography (*optional*)
 - 5. Submitted Reprints (*1 required, 2 optional*)
 - 6. Statement(s) of Collaboration (*2 optional*)
- C. Recommendation Letter(s) – confidential (*1 required, 1 optional*)
- D. Institutional Signing Official Certification Required (after applicant submission)

In order to meet the January 7, 2022 (4:00 pm ET) deadline:

Request letters of recommendation letter early through the BWF GrantTracker system.

Be certain to add the signing official to your online application early in the process and plan to submit your application early. 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 used to create your pre-proposal application. The application may be accessed and changed multiple times as needed prior to submission.

<https://bwfund.ccgrantracker.com/Login.aspx?ReturnUrl=%2fPortal>

Only invited applicants can access the full proposal application. Click on *My Applications* in the menu to view a list of applications. A copy of the full proposal application should be available. Click on the link to the application and then click edit to access the application. The landing page should reference the CASI Full Proposal Application and provide additional instructions.

Application Process (continued)

2. Request Letters of Recommendation through the BWF GrantTracker system by adding contact information, including an email address, for the Ph.D. advisor and up to one additional recommender.
3. Add the Institutional Signing Official of the Degree Granting Institution
4. Complete the remainder of the application noting each of the proposal elements outlined in the section below. Be sure to upload requested documents, such as the research plan and reprints.
5. Validate and Submit your proposal once your letter of recommendation(s) have been uploaded.
6. Obtain institutional approval from the appropriate institutional signing official.

BWF does not require a budget to be submitted for the CASI program. Do not include additional information that was not requested or a Table of Contents. Templates can be found here: <http://www.bwfund.org/grant-programs/interfaces-science/career-awards-scientific-interface/forms-and-resources>

Proposal Elements

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

Most data entry information from your pre-proposal is now designated as read-only for the full proposal. Contact BWF staff for revisions to read-only information. Items, such as a lay abstract and a scientific abstract, will be requested. All attachments must be uploaded as Adobe Portable Document Format (PDF) files.

Primary Applicant Information: Basic Contact Information, Demographic Information, and General Applicant Information have been provided previously. Most information is read only, but some details may be updated if needed. Applicants should provide:

- **Biosketch (required as PDF upload)**
Upload a current NIH style Biosketch as a PDF.
- **Personal Statement (required as PDF upload; one page; template provided)**
Using the template provided in the forms section, describe your activities and interests outside of science to give the CASI Advisory Committee a sense of your individuality beyond your scientific accomplishments.

Institution and Signatory Official: The institution is where the proposed work will be performed during the postdoc portion of the award and must be a degree granting institution where the postdoc mentor holds an appointment. The institution for the proposal may not be changed.

➤ **Institutional Certification Form**

Candidates **MUST** obtain approval from the degree granting institution where the work will take place. 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), as indicated by the certification of your application via the BWF GrantTracker portal. The institutional or signing official should be added in the Institutional Certification Section. An email will be generated to the institutional officer/signing official notifying that an application is in progress and that institutional approval will be needed. The institutional 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.

To facilitate the signatory process, use the following steps:

- Add Institutional Signing Official (prior to application submission) generating an email to the official to establish an account and to expect a second email with information on how to certify the grant.
- Validate and Submit your application once all the recommendation letters have been uploaded and the application is complete. Submission **MUST** occur prior to the application deadline.
- Automatic notification of the submission will be sent to the institutional signing official noted on the application.
- Review and approval of the application by the institutional signing official. The official will login to the system, completing the institutional certification form, and click Approve.
- Automatic notification email will be generated to both the applicant and the institutional official that the application is submitted.

Applications must be submitted by the applicant prior to the deadline on January 7, 2022 at 4:00 pm (EST). Recommendation Letters must be uploaded prior to submission. Once the applicant officially submits the application, the application will then require institutional approval by the signatory/institutional officer noted in the proposal. When the applicant submits the application, the application goes into the pre-submission phase awaiting institutional approval. The candidate's application will not be considered completely submitted until the approval occurs. It is recommended that signatory approval occur prior to the application deadline. Therefore, candidates must submit applications early. Once approval by the signing official is granted, the application is considered complete and available to BWF for review.

Mentor Information: The contact information for the postdoc mentor was provided in the pre-proposal. The mentor's letter will automatically be included with your application package.

Proposal Information: Basic proposal information, such as the project title and disciplines of the project, were provided in the pre-proposal packages. Edits may only be made to the project title.

Applicants should provide:

➤ **Lay abstract (Limit 500 words)**

In the textbox provided in the application, provide a general audience summary below. Take care to develop a well-articulated summary that the educated general public can comprehend.

➤ **Scientific abstract (Limit 500 words)**

In the textbox provided in the application, describe the proposed work in language that is understandable to a multidisciplinary group of scientific reviewers.

➤ **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 experiment, 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:

- Scope and significance of your postdoctoral research, highlighting your personal involvement in interdisciplinary work thus far.
- Describe your work plan for your faculty years.
- 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.
- Why you are the best person to do the work you are proposing.

➤ **Bibliography (optional; 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.

Publications: In the pre-proposal, the applicant provided their top 5 publications. This list may not be edited.

Provide up to three reprints that will be shared with the review committee. The reprints do not need to be on the previously submitted list.

The applicant will need to

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

Provide up to three accepted (accepted with revisions is permitted) publications or manuscripts that demonstrate your capabilities and relevant research accomplishments. Pre-prints, such as bioRxiv or arXiv.org, are allowable as one of your three publications. At least one reprint is required.

Statement(s) of Collaboration: List details on the collaborators on the proposal. Provide a Biosketch and a letter of collaboration as a PDF.

- **Statement(s) of Collaboration (optional PDF upload; up to two allowed)**

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 one document from up to two proposed collaborators. Each document should contain both a one-page statement or letter and a two-page CV from the collaborator. These documents do not need to be confidential, and therefore, should be uploaded by the candidate. One document for each collaborator (containing both the collaborator's letter and CV) may be included. If such documents are included, the relevant collaborative situations should be described in the six-page research plan.

Letters of Recommendation: At least one letter of recommendation from the applicant's Ph.D. Advisor. Letters must be requested through the BWF grant system. Letters must be uploaded prior to submission. It is recommended all letters are uploaded by January 4, 2022.

- Letter of recommendation from Ph.D. 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

A third optional letter from a recommender who knows your work well may also be included.

It is the responsibility of the applicant to ensure that the confidential recommendation letter 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.

Declaration: The applicant is required to certify that the application is complete and information within is true. Required before submission.

Submission Process

Once the application is complete, proceed with the following steps:

- Click the “Validation Status” 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, the SUBMIT button will appear. Click SUBMIT. Applications submissions must occur prior to January 7, 2022 at 4:00 pm (EST). The submit button will disappear after that time.
- The Institutional Signing Official will be notified that the application needs Institutional Signatory Approval. The application will enter a “pre-submission status.”
- If a signatory rejects the application the lead applicant will be notified, along with any feedback the signatory has supplied.
- The application can then be re-submitted; it will be returned to the signatory who made the rejection and continues through the approval process as before.
- Once the application is approved by the Institutional official, both the applicant and the signing official will receive email confirmation.

Proposals will not be accepted after 4:00 pm Eastern Time on January 7, 2022 from the applicant. 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. If an issue arises with the signatory process, the applicant must still have the application submitted and awaiting signatory approval by the deadline. No exceptions. Only grant proposals submitted through BWF’s online application website 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?

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Requesting Confidential Recommendation Letters

The applicant is required to request a confidential letter of recommendation from the Ph.D. Advisor through the BWF Grant Tracker system. 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 complete by January 4, 2022, to allow ample time for the letter completion.

A third letter of recommendation is optional.

It is recommended applicant's contact the recommender(s) prior to requesting the recommendation letter through the system.

Requesting Recommendation Letters Instructions:

The applicant must request the recommendation letter through the BWF Grant Tracker system. Once the applicant adds the recommender to the application, the recommender will be required to establish a BWF Grant Tracker account and upload the letter.

Applicant instructions to obtain confidential recommendation letter:

From within the online application, access the Recommender Section to send an email requesting a letter. Detailed instructions on generating the email will be provided on the page.

The email will contain a link that the recommender must use to log into the system and upload their letter to the proposal. *Note: The applicant may view this page in their application as read only, but will not be able to view the letter.*

The recommender will be required to create an account on the system as well and will receive a separate email from the system to establish this account. Instructions on establishing a mentor account are provided on the BWF website.

Letters are confidential and cannot be viewed by the applicant.

Once the letter has been uploaded by the recommender, the status of the letter will be noted as complete in the application.

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