NEXT GEN PREGNANCY INITIATIVE

Application Instructions
Deadline: December 1, 2022

KEY DATES

Application deadline	December 1, 2022, 3:00 pm (EST)
Finalist interviews	April 4-5, 2023
Notice of award	May 19, 2023
Award start date	June 1, 2023
Award end date	March 31, 2027

START EARLY AND PLAN AHEAD!

- Applications will not be accepted after 3:00 pm EST on December 1, 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 and approval from the degree granting institution's signing official on the Institutional Certification Form.

- Applications **will require** a signature from the institutional signing official from the institution where the award will occur. This should be the institution where your primary applicant 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 December 1, 2022, at 3:00 pm.

- Applicants should acquire collaborator letters and biosketches **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 collaborators accordingly. It is recommended that all collaborator documentation be uploaded by December 1, 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 submitted through the BWF online application website will be accepted.

GETTING STARTED ON THE FULL PROPOSAL

Overview of Full Application Elements

A. To be completed online:

1. Lay abstract (limit of 3000 characters)

2. Scientific abstract (limit of 3000 characters)

B. To upload to the application as a PDF:

1. NIH Biosketch of Principal Investigator

2. Research Plan (12-page limit, not including Bibliography)

3. Bibliography (optional)

4. Biographical Sketch/CV of Collaborators

5. Collaboration Letters (maximum of 9)

6. IRB Certification

7. Animal Care Certification

8. Submitted Reprints/Publications (maximum of 10)

9. Institutional Certification Form (template required - 1-page limit)

10. IRS Determination Letter

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

In order to meet the December 1, 2022 (3:00 pm ET) deadline:
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 proposal. The application may be accessed and changed multiple times as needed prior to submission.

   https://proposalcentral.com

2. Complete data entry fields in the various sections to provide requested information.

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

4. Add the Collaborator Information to the "Collaborator Contact Section." Select the appropriate role.

5. 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.

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

Do not include additional information that was not requested or a Table of Contents. Templates can be found here:

https://www.bwfund.org/funding-opportunities/reproductive-sciences/next-gen-pregnancy-initiative/forms-and-resources/

PROPOSAL ELEMENTS

Data entry fields for the full proposal should be populated as indicated. Items, such as a lay abstract and a scientific abstract, will be requested as well. 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 data entered into the proposal.

Download Templates and Instructions:

The following templates/documents are available for download:

- Institutional Certification Form (template)
- Next Gen Full Proposal Instructions

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 and Demographics:

In this section, information is pre-populated with information from the professional profile.

Upload the following at the bottom of the page:

- **Biosketch** *(required as PDF upload)*
  Upload a current NIH style Biosketch as a PDF

Candidates are not required to have an ORCID to submit a proposal. However, it is recommended that you create an ORCID account and link it to your ProposalCentral account. ORCID is a persistent digital identifier that is unique to individual researchers, where they can keep their CV information current and share with other systems. Visit orcid.org for additional details.

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.

- **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's office, office of research, or sponsored program's office). 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.

  It is the responsibility of the applicant to follow-up with the Signing Official with instructions. The proposal may NOT be submitted with the signature of the Signing Official. By adding the official to the application, you are granting access to the application.

PROPOSAL ELEMENTS – CONTINUED

Collaborator Contact:

For collaborators, provide a CV/Biosketch and a letter of collaboration as a PDF. Collate collaborator letter of support with corresponding collaborator CV/biosketch when combining and converting to Adobe PDF. Add contact information for up to nine collaborators.

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

  Forging collaborations with other well-established investigators can add significantly to the award recipient's productivity as a researcher. Candidates are therefore encouraged to include a collaboration letter (two-page) and CV/Biosketch (up to 5 pages) from up to ten proposed collaborators. 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 twelve-page research plan.

Abstract and Lay Summary:

Provide the following:

- **Lay Abstract:** provide a general audience summary below. 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).

Budget and Budget Justification:

Provide the following:

- Complete the budget and justification that explains how this research grant will be spent over four years. The proposed budget may be used for consumable supplies, equipment, travel expenses, administrative personnel, student stipends, salaries and benefits, and other appropriate expenses relative to the research.

- The principal investigator is allowed up to $20,000 per year to be used for salary support, including fringe benefits. There is no limit for salary support including fringe benefits for other laboratory or clinical personnel working with the award recipient. Equipment purchases should not exceed $20,000 per year and travel costs should not exceed $8,000 per year without written authorization. No indirect costs or institutional overhead can be charged to this grant.

Publications (10 maximum):

Provide information on up to ten reprints that will be shared with the review committee. Copies of the reprints will be uploaded in the Attachments section.

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

- Reprints: *(up to ten)*

  List up to ten 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 ten publications.

- Select publications provided in your professional profile or add new publications by clicking the "New Publications Button." 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.

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

Research Plan and Attachments:

Applicants should provide:

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

  The research plan should describe the interdisciplinary nature of the proposal, the research plan, and the impact of the work on adverse pregnancy outcomes. It should be a complete, cohesive, and coherent scientific document that tells a story.

  Use a standard 11-point font for the text, and no smaller than a 9-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.

- **Bibliography** *(optional; PDF upload)*

  Provide a list of literature references directly relevant to the research plan. The bibliography is not included in the twelve-page limit for the research plan.

- **IRB Certification** *(optional; PDF upload)*

  Certification from all collaborating institutions' IRB if human subjects are to be used – one page approval sheet only. Note: IRB certification must be obtained by the start date of the award (June 1, 2023).

- **Animal Care Certification** *(optional; PDF upload)*

  Certification from all collaborating institutions, Animal Care and Use Committee if animal models are to be used – one page approval sheet only. Note: Animal care certification must be obtained by the start date of the award (June 1, 2023).

- **Publications** *(10 maximum; PDF upload)*

  Provide a PDF of each of the publications listed in the Publications Section of the proposal. Up to ten accepted (accepted with revisions is permitted) publications or manuscripts that demonstrate your capabilities and relevant research accomplishment can be provided. Pre-prints, such as bioRxiv or arXiv.org, are allowable as one of your three publications.

- **Institutional Certification Form** *(template provided; PDF upload)*

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

- **IRS Determination Letter** *(PDF upload)*

  Upload a copy of the institution's most recent IRS determination letter that indicates the institution is recognized as a 501(c)(3) organization.

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 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.

- Applications submissions must occur prior to December 1, 2022 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 December 1, 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. 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?

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