

# CAREER AWARDS AT THE SCIENTIFIC INTERFACE

## Full Application Instructions

Deadline: January 6, 2023

## KEY DATES

Full proposal due	January 6, 2023, 4:00 pm EST
Finalist virtual Interviews	April 25-26, 2023
Notice of Award	By June 1, 2023
Award Start Date	July 1, 2023
Award End Date	June 30, 2028

## START EARLY AND PLAN AHEAD!

- Applications will not be accepted after 4:00 pm EST on January 6, 2023. **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** a 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 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 6, 2023, 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, 2023.
- 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 3000 characters)
2. Scientific abstract (limit of 3000 characters)

### 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 (prior to deadline)

### In order to meet the January 6, 2023 (4:00 pm ET) deadline:

*Request letters of recommendation letter 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.*

*\*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.*

# 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.
5. Add the Institutional Signing Official of the Degree Granting 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.
6. 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.
7. **Validate** and **Submit** your proposal once your letter of recommendation(s) have been uploaded and the signing official has provided the appropriate signature.

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

Most data entry information from the letter of intent is now available for the full proposal. Contact BWF staff before changing pre-populated data fields as your eligibility may be impacted. 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.

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 Templates and Instructions:

The following templates/documents are available for download:

- Personal Statement (template)
- CASI 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. 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.

For the full proposal, 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. Changes should not be made from the LOI. Complete the faculty certification, NIH K99 application question, and residency status question on the appropriate page.

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 ID to submit a CASI full proposal. However, it is recommended that you create an ORCID account and link it to your ProposalCentral account. ORCID ID 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](https://orcid.org) for additional details.

## Nominating Institution and Contacts (including Signatory Official):

The institution is where the proposed work will be performed during the postdoc portion of the award and the degree granting institution where the postdoc mentor 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 degree granting 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 them 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 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 mentor was provided in the LOI and should be listed here. Do not change the graduate advisor or mentor without contacting BWF. Add contact information for up to one additional referee and up to two collaborators.

For collaborators, provide a CV/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 a statement of collaboration and CV (two-page) or Biosketch (up to 5 pages) from up to two

# PROPOSAL ELEMENTS – CONTINUED

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 six-page research plan.

## Request Recommender/Graduate Advisor Letter:

At least one letter of recommendation from the applicant's Ph.D. Advisor is required. A third letter is optional from an additional referee. These two individuals should be added to the Key Personnel Section.

In addition, 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 all letters are uploaded by January 4, 2023.

### ■ 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 from a recommender who knows your work well

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(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 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).
- **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 do not need to be on the previously submitted list from the LOI. 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. Pre-prints, such as bioRxiv or arXiv.org, are allowable as one of your three publications. At least one reprint is required.
- 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.

# PROPOSAL ELEMENTS – CONTINUED

## Research Plan and Attachments:

Applicants should provide the following by click the “Attach Files” button to upload the requested PDF documents:

- **Personal Statement** (*required as PDF upload; one page; template provided*)

Using a 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.

- **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; 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** (*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 accomplishment can be provided. Pre-prints, such as bioRxiv or arXiv.org, are allowable as one of your three publications. At least one reprint is required.

## 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.
- Application submissions must occur prior to January 6, 2023 at 4:00 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 4:00 pm Eastern Standard Time on January 6, 2023. 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 a cover letter or supplemental materials. If extra materials are included, the application will be rejected out of fairness to all applicants.

## Questions?

Tammy Collins, Ph.D., Program Officer  
[tcollins@bwfund.org](mailto:tcollins@bwfund.org)

Melanie Scott, Sr. Program Associate  
[mScott@bwfund.org](mailto:mScott@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](mailto:pcsupport@altum.com)