Climate Change and Human Health Seed Grants
Application Instructions

Upcoming Application Deadlines
January 12, 2023
April 12, 2023
July 12, 2023

Start Early and Plan Ahead

- Applications for the upcoming deadline will not be accepted after 3:00 pm EST on January 12, 2023. **If your application is received after 3pm, it will be held until the next quarterly deadline.**

- A completed full 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 <u>will require</u> 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 should "sign off" by the application deadline of January 12, 2023, 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. Applicants may re-submit applications for the next quarterly deadline.

Getting Started on the Proposal

Overview of Application Elements
- A. **To be completed online:**
  1. Applicant Information
  2. Institution Information
  3. Partnering Organization/Institution Information (if applicable)
  4. Signing Official Information
  5. Budget and Budget Justification
- B. **To upload to the application as a PDF:**
  1. Cover Sheet
  2. CV or Biosketch
  3. US IRS Letter of Determination showing non-profit status
  4. Proposal Summary (5-page limit + short resource list + optional supporting documents)

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.

Registering on ProposalCentral

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 setting.

If a professional profile has already been created, the candidate must verify the information for accuracy before submitting a completed application.

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 possible 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 to their 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. BWF does not require the use of ORCID at this time, but it is highly suggested. Visit orcid.org for additional details. To start a LOI from the professional profile, locate the red "Create New Proposal" button.

Creating a New Proposal

After creating the professional profile and linking it to the appropriate institution, the next step is to begin the application 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 Climate Change and Human Health Seed Grants and click the "Apply Now" button
- Verify that an application is being created for the Climate Change and Human Health Seed Grants Program
- Enter the project title and hit "Save"
- Complete the application now or save and revisit later

Completing the Application

All proposals must be completed through the ProposalCentral site. The following pages and proposal elements must be completed prior to submissions. All fields will 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 cover page template, and the instructions for completing the application.

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, Department, Address, City, State, Zip, Country, Email, Work, Mobile

- Degree Information: Baccalaureate Degree, and Post Baccalaureate Degree (if applicable)
- Upload a current CV

Applicant Demographics
On this page, please complete the demographic questions.

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.

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 a degree-granting institution; at other non-profits in the US and Canada, this is typically the executive director. 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 without the signature of the Signing Official. By adding the official to the application, you are granting access to the application.

Partners
Up to two collaborators may be added to the proposal. Add the collaborator's contact information below with the role of "Collaborator." A CV may be added for each collaborator as a supporting document in the proposal summary PDF.

Budget Period Detail
Enter budget for your 1-year 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.

Proposal Summary and Attachments

Applicants should provide:
- Cover Sheet (template in ProposalCentral)
- CV
- US IRS Letter of Determination showing non-profit status
- Proposal Summary (up to five pages + short reference list): There is no set template for the Proposal Summary. In narrative form, please write the information about your proposed project (which may include background information, project goals, vision and plan for executing the proposed project).
- Supporting Documents: If including a CV for project partners, please include it as part of the Proposal Summary. These should be combined into one PDF, not uploaded as separate documents.

Sign and Print

The applicant and signing official are required to certify that the application is complete and true. The following is <u>required prior to submission</u> 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; late applications will be reviewed at the next quarterly deadline.

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 January 12, 2023 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 January 12, 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 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 Climate Change and Human Health seed grants 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