

CAREER AWARDS FOR MEDICAL SCIENTISTS

Full Application Instructions

Deadline: October 17, 2023

KEY DATES

Full proposal due	October 17, 2023, 3:00 pm EST
Finalist virtual Interviews	March 20-21, 2024
Award Start Date	September 1, 2024
Award End Date	August 31, 2029

START EARLY AND PLAN AHEAD!

- Applications will not be accepted after 3:00 pm EST on October 17, 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 sponsor/mentor and three additional letters of recommendation, 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 October 17, 2023, at 3:00 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 October 2, 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 (5-page limit)
2. Personal Statement (template required – 1-page limit)
3. Research Plan (6-page limit, not including Bibliography)
4. Bibliography (optional)
5. Submitted Manuscripts (optional, up to 3)

C. Recommendation Letters – confidential (4 required)

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

In order to meet the October 17, 2023 (3:00 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.

STEPS TO THE APPLICATION PROCESS

1. Log in to the application website (below). 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 your sponsor/mentor and three additional referees in the “Mentor and Key Personnel Section.” Select the appropriate role.
4. Request the reference letters from your sponsor/mentor and three additional referees 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 manuscripts.
7. **Validate** and **Submit** your proposal once your letters of recommendation have been uploaded and the signing official has provided the appropriate signature.

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:

Enter the fields on this page.

Download Templates and Instructions:

The following templates/documents are available for download:

- Personal Statement (template)
- CAMS 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 ID to submit a 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 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.

Mentor and Key Personnel and Request Recommender/Graduate Advisor Letters:

List sponsor/mentor and three other individuals who will provide letters of recommendation.

PROPOSAL ELEMENTS – CONTINUED

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*).
- **Discipline(s):** Select the appropriate discipline for your proposal.

Budget and Budget Justification:

Provide the following:

- Complete the budget and justification that explains how this research grant will be spent over five 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 salary support (1st yr \$80k, 2nd \$85k, 3rd-5th \$153k), including fringe benefits (10%) . 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 (3 maximum):

Provide information on up to three 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 three*)

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.

- 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 THREE 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 six pages, including figures, tables, images, graphs, and references*)

The research plan should describe the nature of the proposal, the research plan, and the impact of the work. 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.

PROPOSAL ELEMENTS – CONTINUED

- **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** (*3 maximum; 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.

- **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 October 17, 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 October 17, 2023 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?

Daniel Baroff, Program Associate
dbaroff@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