

## APPLICATION PROCEDURES

Submit **seven (7) paper copies** (unless indicated otherwise in parentheses) **and one (1) CD with all materials** of your proposal, typed. Please number pages. (**Note:** Proposals are reviewed by individuals from clinical and non-clinical backgrounds. Efforts to minimize clinical jargon where possible are appreciated.) The proposal should include the following items:

1. Covering letter, signed by the senior administrative official of the applying organization, briefly describing the applicant organization and endorsing the project.
2. Completed [application form](#).
3. **One page synopsis/abstract** of the proposal, including hypotheses, methods, and expected outcomes.
4. **One page description of applying organization**, its current programs and services and population(s) served.
5. **Proposal narrative. (Limit 15 pages, double spaced)** This is the main source of proposal information, and should include:
  - a. Goals, objectives, hypotheses and methods to be used to meet them.
  - b. Size of the population to be studied in terms of age, gender, ethnicity, the source of subjects and the recruitment process.
  - c. Description of evaluation measures in place or planned to assess project results and outcomes.
  - d. Expected impact of the project nationally or regionally, potential for project replication or ways in which the project responds to the Foundation's preference for broad impact projects.
  - e. Plan for acknowledging Foundation support for project.

6. Appendices (**please tab**):

- **a) Project schedule/timeline of events** with expected results and conclusions. Provide a table of expected outcomes and/or interventions and measures for each year of project. Ex.

Outcomes	Measurement	How Measure will be obtained
Outcome 1	Description of steps to be completed within each year	Describe how outcomes will be measured
Outcome 2		

- **b)** Description and status of any collaborations or linkages with others to enhance project outcomes.
- **c) Budget:**
  - Plan for project funding, including a description of any current or requested funding by other major donors.
  - Plans for continuation or discontinuation of the project after the requested project funding period.
  - Line item project budget. If a multi-year project, please provide budget information by year. Indirect costs are limited to 10%.
  - Salaries. Percentage of time applied to grant for PI and Co-PI's will not exceed 30% per person. Base salaries for PI and Co-PI's will not exceed the base salary cap imposed by NIH for NIH grants.
  - Budget summary including description of duties of investigator and staff.
- **d)** Informed Consent documentation.
- **e)** CV's of principal investigator and significant support staff.
- **f)** References (**Scientific**)

7. **(5 copies)** Most recent Audited Financial Statement. IRS 990 may be submitted if audited financial statement is not available.

8. **(1 copy)** Board Roster, indicating the names and affiliations of the organization's governing board.

9. **(1 copy) IRS documentation** indicating that the applying organization is tax exempt and is not a private foundation.

**(1 copy) Optional Items**

Letters of support from organizations with key input or interest in the project.

Relevant news articles

Organization's annual report

Organization newsletters