

## Full Proposal Format

Each heading below refers to a tab in the application system. Some information was provided in the concept paper and is carried forward to the full application. Researcher and Institution Administrator instructions for submitting the proposal are also outlined.

## Project Information

1. Cover letter. Provided and signed by a senior officer of the applying organization or department to which the principal investigator is assigned. The letter should include a brief introduction to the investigator(s), the goals of the research, why they believe this project is a fit with The Gerber Foundation, and demonstrate their support for the project. Limit 2 pages in pdf format. Address cover letter to: Gerber Foundation Board.
2. Project Purpose Statement. Please provide a 1-3 sentence summary of your study, suitable for publication, that a "non-expert" can understand.
3. Abstract. Provide a synopsis/abstract of the project objectives, goals, process, and outcomes.
4. Study Design. Provide the type of study design to be used. (select one: Randomized Control Trial, Prospective Cohort, Case-Control, Cross-Sectional, Qualitative, Other)
5. Subject Type. Please select the subject type(s) which will be the primary focus of the project. (select all that apply: Human, Animal Tissue/Other).
6. Description of Sample Type(s) for Each Subject Category. Please describe your sample type(s): i.e. blood spot, saliva, intestinal tissue cells, data from a preexisting database, or what type of animal.
7. Number of Subjects. Enter the number of subjects you will enroll in your study.
8. Age at Time of Enrollment. (Examples include: Pregnant Women, 23-32 Weeks Gestation, 2-3 Years Old).
9. Prevalence of Problem Addressed. Provide estimated number of children affected by this clinical problem in the U.S. population (e.g. rate of disease/1000 live births).
10. Timeline to Application. Projection of the number of years before findings may result in significant clinical changes after the study is complete (i.e., 3-5 years and will require another multi-site study).
11. Edit Enrollment. Click the Edit Enrollment button to create or modify your projected enrollment figures (for human subjects studies only).
12. Length of Study. Select the length of the study. Round up if not a full year. For example, for an 18 month study, select 2 years. The actual length of your study should be reflected in the timeline provided later.
13. Estimated Request. Provide the estimated amount of your request. This is an estimate only. Budget details will be required if a full proposal is requested.
14. Estimated Total Budget. If the project will cost more than what is requested, enter the total cost of the project here. If the same, then enter the same amount as the Estimated Request above. This amount should reflect any internal funds or other grants that will be used to cover total costs of the project.
15. Uploaded proposal narrative (Limit 15 pages, double spaced in pdf format). This is the main source of proposal information and should include:
16. 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. Describe study methods, measures, sample collection, time points of collection, statistical analysis, etc.
  - d. Description of evaluation measures in place or planned to assess project results and outcomes.

e. 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.

17. Foundation Mission Alignment. The mission of the Gerber Foundation is to enhance the quality of life of infants and young children in nutrition, care, and development. The board of the Gerber Foundation is particularly interested in practical solutions that can be easily and rapidly implemented on a broad scale on a predictable timeline. If you prove your hypothesis(es), how will your findings impact clinical practice or have a practical application that enhances "the quality of life of infants and young children"?
18. Impact of Research. Based on your proposed research, what will clinicians or caregivers know or do differently? What barriers to implementation will you encounter?

### **Project Timetable**

1. Indicate duration of project. NOTE: The START DATE is the estimated date the project will start AFTER IRB approval.
2. Upload Specific Schedule. Please upload a table of schedule/timeline of events.
3. Outcomes and Measures. Provide a list of the specific tests or actions that will be performed and methods for those tests/actions.
4. Plan for acknowledging Foundation support. It is assumed that the Foundation will be acknowledged in all presentations and publications arising from this grant. Please list any additional measures that will be used to acknowledge Foundation support to the public (For example Donor lists on website or in publication, newsletters, etc.).

### **Team Information**

1. List of team members and contact information.
2. Uploaded biosketches of principal investigator and significant support staff.
3. Novice researchers should include their mentor in the team list and provide a biosketch for the mentor.

### **Budget**

1. Uploaded line item project budget. A budget template is available in the application system. If a multi-year project, travel to a conference is not allowed in year one. 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 imposed for NIH grants.
2. Plan for project funding, including a description of any current or requested funding from other major donors.
3. Budget Narrative. Please provide a summary of the duties of each team member. Provide detail of other budget line items, for example, supplies to be purchased, purpose of travel, etc. including description of duties of investigator and major staff.

### **Required Uploads**

1. Collaborations and Linkages. Please upload a description and status of any collaborations or linkages with others (individual or organization) involved in the project, including status of agreements, etc.
2. Informed Consent Documentation. Only applicable where human subjects are used. Please provide a draft if a final copy is not available. This is used by the reviewers as a summary of what you are requesting subjects to do during the study.
3. Please upload scientific references as a combined PDF.

### **Optional Documents**

1. Multiple document upload. Upload optional supplemental materials here: charts, graphs, photographs, etc.

## Organization Information

1. Development Officer. Provide details of any Development Officer or other Pre-Award contacts (not a member of the research team). This may be an administrative person assisting with completion of the application.
2. Organization Description. One page description of applying organization, its current programs and services and population(s) served. This is limited to a one page pdf.
3. Board Roster. Please upload your Board Roster, indicating the names and affiliations of the organization's governing board.
4. Audited Financial Statement. Please upload your most recent Independent Audited Financial Statement. This must include the balance sheet, statement of cash flows, and statement of revenues. (IRS 990 or annual operating budget may be submitted if audited financial statement is not available.)
5. IRS Documentation. Please indicate whether the applying organization is tax exempt and is not a private foundation. Other (If other, please upload IRS determination letter of 501c3 status).
6. Institution Administrator. This Administrator is the organization's authorized representative designated to approve grant applications. This is often an individual in the Office of Sponsored Programs or Grants and Contracting Office. Enter and link the Administrator to the application for the final review and submission of the proposal.

## Researcher and Administrator Steps to Application Submission:

- 1) **Researcher.** In the Organizational Information Tab enter and link the Institution Administrator [Administrator] to the application. This step should be completed **early** in the application process. The Administrator receives an email from *notifications@gerberfoundation.org* informing they were added to the application as the Administrator for grant application approval.
- 2) **Researcher.** Completes the application and clicks the "Submit Full Proposal" button. A second email is sent from *notifications@gerberfoundation.org* to the Administrator informing the application was submitted by the Researcher and is ready for final review and approval. The application will be in an "Administrator Review Sent" status. NOTE: We also recommend the Researcher inform the Administrator the application is ready for final review and submission to ensure the submission deadline is met.
- 3) **Administrator.** Performs the final review and submission of the application. If there are no recommended changes to the application, the Administrator approves the application by clicking on the "Administrator Approved" button. The application is now fully submitted and the status changes to "Application Submitted."
- 4) **Researchers and Administrators.** Email confirmation of successful submission is **NOT** provided. Researchers and Administrators can monitor the submission status of the application in their application portal. When the Researcher submits the application the application status will change to "Administrator Review Sent". When the Administrator approves the application, the status will change to "Application Submitted".

All application notifications are sent through the application system. Researchers and Administrators should add the *notifications@gerberfoundation.org* email address to their contact and/or safe senders list to ensure notifications sent from the system are not redirected to the junk or spam folder.

Individuals seeking assistance with their application may contact the Foundation at [tgf@gerberfoundation.org](mailto:tgf@gerberfoundation.org) or phone 231.924-3175.