

## Full Proposal Format

The proposal includes the following information: Each heading here refers to a tab in the application system.

### **Project Information**

1. Covering letter, signed by a senior administrative official of the applying organization, briefly describing the applicant and endorsing the project. NOTE: this carries over from the concept paper but you have the option to delete it and upload a new one if you wish.
2. Synopsis/abstract of the proposal, including hypotheses, methods, and expected outcomes.
3. Planned target enrollment by year and by group
4. Hypothesis(es) and objective(s)
5. Uploaded proposal narrative (Limit 15 pages, double spaced in pdf format). This is the main source of proposal information and should include:
  - Goals, objectives, and methods to be used
  - Size of the population to be studied in terms of age, gender, ethnicity, the source of subjects, and the recruitment process
  - Description of evaluation measures in place or planned to assess project results and outcomes
  - 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.
6. Uploaded schedule/timeline of events (in pdf format). Include time periods for achieving enrollment targets of 25%, 50%, 75% and 100%.
7. Outcomes/measures to be used
8. Plan for acknowledging Foundation support

### **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 summary including description of duties of investigator and major staff

### **Organization Information**

1. Pre-award contact information (Development officer)
2. Uploaded brief description of applying organization, its current programs, services, and population(s) served

3. Uploaded board roster, indicating names and affiliations of the organization's governing board
4. Uploaded most recent Independent Audited Financial Statement. This must include the balance sheet, statement of revenues, and cash flow statement. Do not send internal or governmental audits.
5. Uploaded IRS documentation indicating that the applying organization is tax exempt and is not a private foundation (for non-government agencies)

**Other Documents**

1. Uploaded statement of collaborations with other institutions (sub-contracts, etc.)
2. Uploaded Informed Consent documentation for human subject studies. Please provide a draft if not approved yet.
3. Uploaded Scientific references
4. Optional items (uploaded)
  - Letters of support from organizations with key input or interest in the project
  - Relevant news articles
  - Organization's annual report
  - Organization newsletters

Individuals seeking assistance with their proposal may contact the Foundation at any time.