

Eligibility

How many applications may be submitted from one institution?

There are no institutional limitations on the number of applications.

Must the applicant be nominated by his/her institution?

No.

Is a full faculty appointment necessary or is a Visiting Professorship or Adjunct Faculty Position sufficient?

The faculty appointment must be at an academic or medical institution in the United States, Canada or Israel at the time of application. A Visiting or Adjunct Faculty Position is acceptable at an institution in the above countries as long as this appointment is in place at the time of application and will be retained throughout the Award period. The letter from the Department or Division Chair must confirm the duration of the appointment.

May I hold a faculty appointment outside the United States?

An investigator must hold a faculty appointment at a nonprofit academic, medical or research institution in the United States, Canada or Israel in order to qualify. If your primary institution is not in one of these countries, you would not be eligible to apply.

Is the position of "Research Scientist" acceptable rather than an academic faculty appointment?

As long as the position is considered independent and you have your own lab space, you are eligible for this Program.

If I am a postdoctoral fellow at the time of application but will have a faculty appointment by the grant's start date, am I eligible to apply?

Your faculty appointment must be in place at the time of application.

I am a previous recipient of a Klarman Award. May I renew or reapply for another grant in the 2011 cycle?

You may not renew your current award but you may submit an application which will be competitively reviewed with all other submissions.

May an application be submitted by two equal Co-Principal Investigators?

No. The Klarman grants are designated for one PI only. An application may include co-investigators but there cannot be two "co-applicants" or co-PIs.

May a PI on one grant also be part of another grant submission?

Yes. A PI on one grant may be listed as personnel on someone else's grant but we do not recognize Co-Principal Investigators.

May a PI submit proposals for both a two-year award and a one-year Pilot Study?

No. Only one application may be submitted by a PI and, therefore, s/he must decide whether to submit a Pilot Study or a two-year grant.

How strict are the guidelines with respect to a specific focus on anorexia nervosa, bulimia nervosa or binge eating disorders?

The purpose of the Program is to identify research that explores the basic biology of the three eating disorders but related research conducted by neuroscientists and others in similar disciplines will also be reviewed. The Research Proposal section must address the "Potential Impact" in identifying the underlying biologic causes of eating disorders.

I am considering submitting one of several possible projects. May I speak with someone for advice and guidance?

Please submit the one that you believe has the greatest likelihood of contributing to the understanding of the basic biology of Eating Disorders.

Application

Should I include the CVs of co-investigators or collaborators?

The CVs of investigators or collaborators with significant roles on the project may be included (4-page maximum for each). Please include a brief description of these investigators' roles as part of the document upload.

Who is considered the "Authorized Institutional Representative" when signing that portion of the Application Face Sheet?

This would be someone from the Office of Sponsored Programs (or similar entity) or other Officer responsible for research oversight within the institution. The Department Chair or other administrator within the applicant's department may NOT sign the Face Sheet.

Do the budget pages reflect the actual cost of the project or only what is requested from the Klarman Family Foundation?

These pages indicate what is being requested from the Klarman Family Foundation Grants Program. If the project uses additional support from other sources, those amounts should be combined and noted on Form B, "Budget Summary."

Does the text on Form C need to fit onto that one page?

If necessary, you may use one additional page.

Are subcontracts allowable costs and where do we note these expenses on the budget page?

The PI is allowed to pay subcontractors and these subcontracts can be listed as a line item under "Other Expenses." The Klarman Family Foundation does not separately pay other personnel on someone's grant.

In preparing the proposal section, may I use the NIH continuation pages?

Yes, this is acceptable.

To whom should the letter of recommendation be addressed?

It should be addressed to the "Klarman Family Foundation Scientific Review Committee."

My Department Chair will not be able to submit his letter to me by the deadline. Can this letter be sent later on?

No. All materials must be submitted by the application deadline and included within the one document upload.

Are the section headings mentioned in the Research Proposal portion required or may other headings be included?

Please prepare your proposal using these headings.

May I include appendices? I am utilizing subjects from another grant and it would be relevant to include information on that study as well.

No. Additional materials will not be accepted. You may certainly report on the data from your other studies but all materials must be contained within the 9-page research proposal section.

Award Statistics

What are my chances of receiving an Award?

Last year, the Program funded 20% of the submissions.

Who were the successful applicants from the previous grant cycle?

Please see the listing of "Award Recipients" at www.tmfgrants.org/klarman.

Online Submissions

How do I combine and convert multiple documents into one PDF file?

Please refer to the last page of this document for step-by-step instructions.

I have started and saved an application but when I try to log in, I cannot find my previous application and need to start a new one.

There is a separate log-in for “returning users.” Instead of using the link for, “Start a new application,” click the link that states, “Return to a saved application.” After logging in, you will see the name of the application that you started. Click on that link and then continue the submission process.

Additional Questions

For answers to any issues not covered in the Program guidelines or the FAQs, please contact Gay Lockwood, Senior Program Officer at 617-279-2240, x702 or glockwood@hria.org.

Directions for combining and converting all requested materials into ONE PDF

document for upload: Please name this file: LastName, FirstName.pdf. For example, Jane Smith's file would be named, Smith, Jane.pdf.

Instructions for Combining Multiple PDF Documents Adobe Acrobat Version 8

The following instructions apply to Adobe Acrobat Version 8. For instructions on combining files in Adobe Acrobat versions 5, 6, or 7, visit the following website:

<http://etd.byu.edu/creation/PDFs/Adobe%20Acrobat%20PDFs/UsingAdobeAcrobat.pdf>

This editing cannot be done with Adobe Reader or Distiller. To combine multiple PDF documents into one document:

1. If you have Word documents to include, you must first convert all Word documents to PDF documents before beginning the combination process.
2. Open Adobe Acrobat.
3. Click on **Combine Files** from the **File** drop-down menu.
4. In the Combine Files dialog box:
 - Click **Add Files** to locate the first file to be converted. Select the file and click "Add File."
 - Repeat the above step to attach as many documents as you would like to combine
 - Select "Next" at the bottom right-hand corner.
 - Keep the option at the top as "Merge files into a single PDF."
5. Files are converted and consolidated in the order shown in the list. To move a file up or down the file list, select the filename and click **Move Up** or **Move Down** as needed. To remove a file from the file list, select the filename and click **Remove**.
6. When you have added all the files to be converted and have the files in the desired sequence, click **Create** (bottom right) to convert and consolidate the files into one PDF file. When the conversion is complete, you can name and save the consolidated PDF file by clicking "Save" in the bottom right-hand corner.