

Smith Family Awards Program for Excellence in Biomedical Research

A program of the Richard and Susan Smith Family Foundation

\$300,000 awards at \$100,000 per year, inclusive of 5% overhead

Award Period: December 1, 2009 – November 30, 2012

(with option to spread funds over a four-year period)

Application Guidelines

Application Deadline: Wednesday, September 9, 2009 at 12:00 Noon, Eastern Time

Up to five three-year grants will be made to independent junior faculty in medically oriented nonprofit academic and research institutions in Massachusetts as well as Brown University and Yale University.

Only two applications per institution may be submitted. Each hospital, medical school or free standing biomedical research facility is considered a separate institution. Departments within a hospital or academic setting do not constitute a separate entity. Due to these limitations, the Application Face Sheet requires the signature of an Authorized Institutional Representative verifying that this selection has been made.

Each free-standing institution will hold its own competition and award funds will go to the institution that is submitting the application. For example, if an Applicant submits from Harvard Medical School, the Applicant's lab must be located at Harvard Medical School and not at an affiliate institution (such as Massachusetts General Hospital).

Two applications will also be accepted from Brown University and two applications from Yale University. These applications may be submitted from any academic department or school within Brown or Yale or one of their affiliated entities after going through these institutions' internal review process.

Program Overview and Mission

The Smith Family Awards Program for Excellence in Biomedical Research (formerly known as the Smith Family New Investigator Awards Program) was created in 1991 by the Richard and Susan Smith Family Foundation, a major funder in the Greater Boston community for over 40 years. The mission of the Awards Program is to launch the careers of outstanding biomedical researchers with the ultimate goal of achieving medical breakthroughs. Since 1992, the Program has funded 109 investigators and provided over \$16 million in research support.

The Smith Family Awards Program for Excellence in Biomedical Research is administered by The Medical Foundation, a nonprofit organization in Boston committed to health promotion through the support of medical research and community health initiatives.

Research Focus

The three-year award supports newly independent scientists engaged in basic biomedical research. Projects that focus on biomedical science may also be submitted from departments of physics, chemistry and engineering. Clinical research is beyond the scope of this Program.

In recognition of the importance of research collaboration by the scientific community, collaboration is an additional, but not required, positive ancillary factor. These projects may involve researchers within and/or outside the Applicant's institution.

Eligibility Requirements

United States citizenship or residency is not required.

Applications will be accepted from investigators who have completed no more than two years of their first **independent** faculty appointment as of July 1, 2009. Eligible candidates will have received this appointment on or between July 1, 2007 and December 1, 2009. Recognizing that position titles vary among institutions, the level of experience and independence of the Applicant, as detailed in the Department or Division Chair's Letter, will be given serious consideration.

Applicants must be **full-time faculty** at a nonprofit academic, medical, or research institution in Massachusetts, at Brown University or at Yale University (or one of these two institutions' affiliates). They must have completed their postdoctoral training and not be receiving salary support from training funds at the time of the award.

The Applicant's **level of independence** is critical. The Department or Division Chair's letter must be very clear about the Applicant's autonomy. Space, start-up package, and institutional commitment will be used in evaluating independence. Although it is expected that a national search will have been conducted for this position, candidates may have been promoted within their current institutions. If the Candidate was promoted internally, the Institutional Commitment letter must clarify why a national search was not conducted.

Concomitant, Pending and Post Award Funding

The Smith Family Awards for Excellence in Biomedical Research are targeted towards investigators who have held limited independent federal grants. Acceptable concomitant federal funding includes an R03, R21 and K awards, but not a K99/R00. Applicants are not eligible to apply if they are currently or have previously been designated as Principal Investigator on an R01, P01 or New Innovator Award. Likewise, current or prior multi-year grant support from the National Science Foundation or other federal multi-year awards of a similar dollar size of an R01 or greater would also preclude consideration for a Smith Family Award.

Non-federal grant support is acceptable as long as the combined total does not exceed \$250,000 in annual direct costs each year over the three-year duration of the Smith Family Award. This figure refers to external funding only and not an applicant's start-up package or other intramural grants.

Applicants who have pending applications for the previously mentioned grants are encouraged to submit proposals to the Smith Family Awards Program for Excellence in Biomedical Research. When applicants are **notified on or prior to October 1, 2009** that they have been successful in securing an R01, P01, New Innovator Award or comparable multi-year federal funding, applications will be ineligible for review. When applicants are **notified on or prior to October 1, 2009** that they have been successful in securing non-federal grants with a combined total of \$250,000 in annual direct costs each year for three years, applications for the Smith Family Awards Program will be ineligible for review. **It is the responsibility of applicants to contact The Medical Foundation as soon as they are notified of new funding.**

Notification of R01 funding or similar multi-year awards **after** October 1, 2009 (federal or non-federal) will not impact the Smith Family Award. Selection as a Howard Hughes Investigator will, however, result in cancellation of the Smith Family Award for Excellence in Biomedical Research.

Institutional Commitment

In addition to describing the Applicant's qualifications, the Department or Division Chair must explain how the award will enhance the Applicant's research career. The Chair must also complete the "Applicant Independence / Institutional Commitment" Form.

Award Selection Criteria

The Scientific Review Committee uses the following criteria to evaluate applications. Approximately 12% of submissions are funded.

- Project's scientific merit and Applicant's familiarity with the pertinent literature and the work of other investigators in his/her field of interest;
- Applicant's potential to carry out independent research and clear ability to develop a sound research plan;
- Objectives that are technically feasible; and
- Personnel who are qualified to carry out the proposed research.

Notification to Applicants

The online grant submission system will notify applicants once the upload is received. Final notification to Award Recipients will occur in November 2009 by telephone followed by an emailed Award Notification and Award Agreement. Critiques of the grant applications are not provided to successful or unsuccessful applicants.

Terms of the Award

Please download "Terms of the Award" from www.hria.org/tmfservices/tmfgrants/smith.html for information regarding use of the grant funds, indirect costs, payment schedule, reporting schedule, and other grantee and institutional requirements.

Frequently Asked Questions are also located at www.hria.org/tmfservices/tmfgrants/smith.html.

Application Instructions

DEADLINES

September 9, 2009 (12:00 Noon)

Applicant's Online Submission

September 14, 2009 (5:00 p.m.)

Applicant's Mailed Materials to be received (not postmarked) by The Medical Foundation

Online Submission

The complete application process requires an online submission as well as a mailed original plus five copies of the document that was uploaded. The online version must be submitted by **Wednesday, September 9, 2009, 12:00 Noon, Eastern Time**. Before beginning the online submission, download and save the "Application Forms" document which can be found at www.hria.org/tmfservices/tmfgrants/smith.html.

Use one of the following links to begin or continue the application process:

Begin a new application: https://www.GrantRequest.com/SID_738?SA=SNA&FID=35022
Continue a saved application: https://www.GrantRequest.com/SID_738?SA=AM

The following sections must be completed for the online submission:

1. **Eligibility Quiz**
2. **Applicant Data:** Applicant contact and educational background
3. **Research Project Information:** Project title, key words, primary institution for conduct of proposed research, project summaries
4. **Certification:** Applicant's initials to confirm accuracy of submitted information
5. **Application Documents:** The documents and forms listed in items *i – x* must be combined and converted into ONE PDF file for upload. This document must be named LastName, FirstName.pdf (for example, Smith, Jane.pdf)
 - i.* **Application Face Sheet:** Signatures are required at the time of the upload. The Face Sheet is the first page of the application. All information on the Face Sheet must be typed.

On or before **Monday, September 14, 2009 at 5:00 p.m. Eastern Time** (please note different date from online submission deadline), The Medical Foundation must receive the Application Face Sheet with original signatures and five printed copies of

the document that was uploaded. The Application Face Sheet must be completed and signed by the Applicant as well as the Authorized Institutional Representative administratively responsible for research oversight. The contact information for the Institutional Officer to Receive Funds must also be included.

- ii. **Table of Contents:** Follow the Table of Contents and number pages sequentially beginning with the Application Face Sheet as page number one.
- iii. **Research Project Summary and Performance Sites:** Complete this form according to the instructions at the top of that page.
- iv. **Budget Summary:** Complete this form for the three years of the project. For projects whose total costs exceed \$100,000 per year, list the other sources of support in the last row. Indirect costs (institutional overhead) may not exceed 5% of direct costs or \$4,762 per year. Total support from the Smith Family Foundation, including overhead, is \$100,000 per year for three years.
- v. **Applicant Biosketch** (*not to exceed 4 pages*): The R01 PHS 398 Biographical Sketch form may be used. Include name, position title, education/training, positions/honors and selected publications in chronological order. List publications in the following categories: a) peer-reviewed articles, b) non peer-reviewed articles such as reviews and book chapters, and c) abstracts within the last two years. Citations should include all authors, year, title, journal, volume and inclusive pagination. The Applicant's name should be in caps or bolded in the list of authors.
- vi. **Current and Pending Support Form:** list ongoing and pending projects along with their overall goals and responsibilities of the Applicant. **Clearly describe any scientific or budgetary overlap.**
- vii. **Applicant Independence / Institutional Commitment Form:** to be completed by Department or Division Chair and forwarded to Applicant for upload with Letter of Recommendation.
- viii. **Recommendation Letter from Department or Division Chair** (*whose name is noted on the Face Sheet*) should address the Applicant's qualifications to conduct the proposed research.
- ix. **Recommendation Letter from a Colleague or Former Mentor**
- x. **Research Proposal:** A maximum of 10 pages is permitted. Proposal sections include Specific Aims, Background and Significance, Preliminary Studies, Research Design and Methods, Project Timeline, and Literature Cited. Include all figures, graphs, tables, images and bibliography of references related to the project in the 10 pages.

For any projects involving collaboration, please include a brief description of these efforts within the 10 pages.

The minimum font size for this section is 11 with single or double spacing within paragraphs and double spacing between paragraphs; margins must be one inch on all four sides. Figures, legends and tables may use a 9-10 point type. At the top of each page, include the Applicant's full name and degree(s).

On or before **Monday, September 14, 2009 at 5:00 p.m. Eastern time**, The Medical Foundation must receive (mailed to address below or hand delivered) one original plus five copies of the document that was uploaded. The original must contain the original signatures on the Application Face Sheet and Letters of Recommendation.

Direct any Questions and Submit Applications to:

Gay Lockwood, Senior Program Officer
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