

## 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 institution in the United States or US territories at the time of application. A Visiting or Adjunct Faculty Position is acceptable at an institution in the United States or US territories as long as this appointment is in place at the time of application and will be retained throughout the entire award period. Please confirm the duration of the appointment within the application along with official documentation from the sponsoring department or institution.

### **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 or US territories in order to qualify. If your primary institution is not in the United States or US territories, 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.

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

No. The Edward N. & Della L. Thome Memorial Foundation Awards are designated for one PI only. An application may include collaborators, 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 three-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 three-year grant.

**How strict are the guidelines with respect to a specific focus on age-related macular degeneration research?**

The purpose of the Awards Program is to support translational research that will lead to improved therapies for individuals suffering from AMD. Eligibility is not limited to those investigators currently working in age-related macular degeneration research; scientists who have conducted research exploring the biologic causes of related disorders and/or similar translational research programs are encouraged to apply. Clinical studies and medication trials are outside the scope of this program.

<b>Application</b>
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**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 Edward N. & Della L. Thome Memorial Foundation?**

These pages summarize what is being requested from The Edward N. & Della L. Thome Memorial Foundation Awards Program. If the project uses additional support from other sources, those amounts should be combined and noted on the Budget Summary Form B.

**How should salary be reflected in the budget?**

Include the total salary of all personnel who will be supported by The Edward N. & Della L. Thome Memorial Foundation Award.

**Do I need to include pilot data?**

It is fine to include pilot data if you have it, but it is not a requirement.

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

Yes, this is acceptable.

Edward N. & Della L. Thome Memorial Foundation, Bank of America, N.A. Trustee, Awards Program in Age-Related Macular Degeneration Research  
Frequently Asked Questions

**To whom should the letter of recommendation be addressed?**

It should be addressed to the “Edward N. & Della L. Thome Memorial Foundation Awards Program 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 in 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 with the Full Proposal? 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.

**Should I include the CVs of collaborators in the Application?**

Yes. Please include these and a brief description of each investigators’ role as part of the document upload.

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

Please submit the proposal that you believe has the greatest likelihood of contributing to novel translational research that will lead to improved therapies for individuals suffering from AMD.

**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.

<b>Additional Questions</b>
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For answers to any issues not covered in the program guidelines or the FAQs, please contact Tyler C. Brown, PhD, Scientific Program Officer, The Medical Foundation, a Division of *Health Resources in Action*, at 617-279-2240, x329 or [tylerbrown@hria.org](mailto:tylerbrown@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.