

## GRANT APPLICATION GUIDELINES

### GRANT DEADLINES:

Grants are awarded twice a year. The grant proposal deadlines are **July 31<sup>st</sup>** and **December 15<sup>th</sup>**.

### APPLICATION GUIDELINES:

Please create one single PDF file containing the following information in the order listed below, include your last and first names into the PDF file name using the following naming convention: *LastName.FirstName.pdf* .

Please email one digital copy of the application to: [nicole@mnitf.org](mailto:nicole@mnitf.org). Email submissions after midnight on July 31st or December 15th, will be considered late and not eligible for consideration.

#### I. Letter of Support

Junior faculty members must provide a letter of support from their department chair or other unit head discussing the applicant's commitment to career development, availability of research space and other resources for the proposed research. Established investigators (Full Professor or equivalent) need NOT provide a letter of support.

#### II. Grant Proposal

The application should be prepared using Arial 11 font on 8 ½" x 11" paper with 0.5-inch margins all around.

Place your name and date header (upper right) and page numbers in the footer (lower right).

Figures, charts, tables, figure legends, and footnotes may use a smaller font size, but no smaller than Arial 9.

##### 1. Project Title

##### 2. Organization/Institution

Name:

For-profit or Non-profit:

EIN#:

##### 3. Principal Investigator

Name:

Title:

Primary Department Affiliation:



Email Address:  
Mailbox No. or address:  
Phone:

**4. Co-Investigators (if any)**

Name:  
Title:  
Primary Department/School Affiliation:

**5. Grants Administrator**

Name:  
Title:  
Primary Department/School Affiliation:  
Email Address:  
Mailbox No. or address:  
Phone:

**6. Lay Language Abstract (max 300 words)**

**7. Research Plan**

- a. Specific Aims (1 page maximum)
- b. Research Strategy (3 pages maximum)  
Significance and innovation  
Approach and alternative approach(s)

**8. Short description of how the research fits at least one of the three priorities of the program (1 page maximum)**

**9. Bibliography (no page limit but limit to no more than 25 references)**

**III. Overall Budget**

**1. Amount requesting**

- a. Total amount requesting
- b. Direct cost
- c. Indirect cost (not to exceed 10% of direct costs)
- d. Total budget for project. If total project budget exceeds amount requesting, do you have the funding secured? Please explain.

**2. Budget Form: (please use PHS 398 Initial Budget Period Form, which can be downloaded from the NIH website as a writeable PDF)**

**3. Budget justification: See tables in Overview section for grant amounts to be awarded. Allowable costs include:**

- Salary/benefits for support staff or trainees
- Student stipends
- Materials and supplies



- Indirect costs are allowed, but not to exceed 10% of the direct costs and must be included in the total amount requesting.
- MNITF does not fund: instruments and hardware costing more than \$5,000

#### **IV. NIH Style Biosketch (for PI and all co-investigators)**

#### **V. NIH Style “Other Funding” Page (for PI and all co-investigators)**

#### **VI. Regulatory Approvals**

Provide, if available, documentation of regulatory approvals for human subjects (IRB), animal subjects, use of human stem cells (SCRO), radiation (Radiation Safety Committee), and/or biohazards (Biosafety Committee). Proof of required approvals will be requested if an award is made.