

Instructions for FPWR Grant Applications: Spring 2023
APPLICATION DEADLINE: November 17th, 2023, 5pm EST

Proposals should be submitted through FPWR's on-line applications system at ProposalCentral (<https://proposalcentral.altum.com/>).

For grant related questions, please contact Jessica.Bohonowych@fpwr.org
For technical questions regarding using ProposalCentral, please contact:

pcsupport@altum.com
800 875 2562 (Toll-free U.S. and Canada)
+1 703 964 5840 (Direct Dial International)

For all supporting documents uploaded to ProposalCentral, margins should be at least 5/8" around, and the suggested font is Arial, 11 point.

Sections of the proposal to be completed online (please follow online instructions):

- Title of the Project
- Principal Investigator contact information
- Institutional Contact Information
- Indication if human subjects and/or animals are to be used. Note that institutional approval of animal or human subject protocols is not required at the time of submission, but funds will not be released until proof of approval is provided. Study designs using animals need to meet ARRIVE guidelines for reporting of studies using animals or justify exception to those guidelines. Study designs using human subjects need to meet CONSORT guidelines for clinical trials or justify exception to those guidelines.
- Technical Abstract
- Lay Abstract
 - All proposals are reviewed by an **advocate reviewer**, often a parent or other caregiver of someone with PWS. The lay abstract is a key component to the advocate review and should address the project summary in laymen's terms as well as provide a clear description of the potential long-term benefit of the research to the PWS community. *In non-scientific terms, please address 1) The project summary; 2) Why this research is important; 3) Depending on the outcomes, what would be the next steps; 4) How this project either directly progresses, or lays the foundation for, therapeutic development or advances in clinical care.* There is no need to describe PWS in this abstract.
- Budget and Budget Justification – total direct budget requested in US dollars (not to exceed \$150,000 USD) with indirect costs (up to 8% of direct) for a total maximum of \$162,000 per 18-month grant period. Applicants may choose to request a smaller budget and/or shorter duration, for example, for a higher risk / highly innovative project.
 - Salary for the principal investigator is permitted but should not exceed \$35,000 USD for the entire grant period. NIH salary cap should be applied for investigator salaries.
 - Graduate student and postdoc stipends/salaries should conform with current NIH levels (see this link for the appropriate stipend level: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-049.html>). If predoctoral tuition is requested, an amount per predoctoral trainee or fellow up to 60% of the actual tuition level at the applicant institution, up to \$16,000 per year, will be provided.
 - Travel expenses up to \$3,000 are allowed.
 - Equipment expenses may not exceed \$5,000 for the entire grant period. The Grantee Institution is expected to provide the required physical facilities and administrative

services normally available at an institution. Therefore, any direct costs covered by the Award may not be used for secretarial or administrative costs, office supplies and equipment, large equipment (>\$5,000), computers, books and periodicals, membership dues, office or laboratory furniture, construction, renovation or maintenance of buildings or laboratories.

- For budget justification, provide the amount requested, broken down by categories: Personnel, Equipment, Supplies, Patient Costs (if applicable), Travel, and Other Expenses. Provide a brief explanation of the costs in each category in the Budget Justification. Include under 'Personnel' a list of all the key personnel involved in the project, the percent of their time to be spent on the project, and a brief explanation of their role.
- Requests for exceptions to these budget instructions will be evaluated on a case-by-case basis. Please contact jessica.bohonowych@fpwr.org at least two weeks prior to the submission deadline.
- Signature page to be signed and uploaded
- Please note that FPWR is flexible on the start date, but for the purposes of the application, the earliest possible start date is March 1st, 2024.

Sections of the proposal to be uploaded online:

I. **Qualifications of the Investigators (Biosketch) for each of the Key Personnel**

A National Institutes of Health style biographical sketch (biosketch) of the principal investigator and all key personnel should be included (<https://grants.nih.gov/grants/forms/biosketch.htm>). The information provided in the biosketch should include training, professional experience, and contributions to science. The biosketch for this grant mechanism should also include current and pending grant support. For Current and Pending Grant Support, briefly summarize the goals of the project, the amount and duration of the award, and the percent effort dedicated to the project. The biosketch for each individual should not exceed 5 pages. Each biosketch should be uploaded separately for each individual.

II. **Institutional signature page**

III. **Research plan for new proposals that have not previously been funded by FPWR ([for competitive renewals, see below](#)). 6-page limit, not including references or appendices such as letters of support, response to reviewers if applicable, or clinical trial protocol synopsis if applicable ([for projects proposing a clinical trial](#)).**

The following format is suggested. If it is a new project that is a resubmission (previously reviewed but not funded), reviewer comments should be addressed in a 2-page appendix (see below). If it is a project proposing a clinical trial, a clinical trial protocol synopsis should be included as an appendix.

1. **Specific Aims:** Concisely state the specific research goals of the proposal (suggested length ~1/2 page)
2. **Background and Significance:** Explain the goals of the research in the context of the field, emphasizing the significance of the hypothesis to be addressed (suggested length 1/2-1 page)
3. **Preliminary Studies:** Preliminary data are welcomed, but because FPWR is particularly interested in new and innovative research, preliminary data are not required. (suggested length 1 - 2 pages, if applicable)

4. **Experimental Design and Methods:** Provide the details of the experimental plan that will be used to accomplish the specific aims. Routinely used methods should not be described in detail; however, new or unusual methods should be described in enough detail to allow evaluation. Identify potential limitations/pitfalls and alternative approaches. (suggested length 2-3 pages)
5. **Summary of revisions addressing reviewer concerns (only applicable for resubmissions):** address/respond to reviewer comments and questions highlighting any changes to the research plan (maximum 2-page appendix)
6. **Clinical trial protocol synopsis (only applicable for applications proposing a clinical trial)** (to be included as an appendix)

IV. Research Plan for Competitive Renewal (6-page limit, not including references or appendices such as letters of support, response to reviewers if applicable (for resubmissions, see below), or clinical trial protocol synopsis if applicable (for projects proposing a clinical trial)).

For projects that have received 12-18 months of funding from FPWR and are thus eligible for a second grant period of support, please use the following suggested format. If the competitive renewal is also a resubmission (previously reviewed but not funded), reviewer comments should be addressed in a 2-page appendix (see below).

1. **Progress Report:** Briefly summarize the funded specific aims and describe the experimental progress that has been made on each aim. Describe any changes in the experimental design from the initial application. Summarize the significance of the findings to date. List any abstracts, manuscripts or other project-generated resources that have resulted from the work. (suggested length, up to 3 pages)
2. **Year 2 Specific Aims:** Concisely state the aims for the 2nd 18 months of funding. (suggested length, ½ page)
3. **Experimental Design and Methods:** Provide the details of the experimental plan that will be used to accomplish the specific aims. Routinely used methods should not be described in detail; however, new or unusual methods should be described in enough detail to allow evaluation. Identify potential limitations/pitfalls and alternatives. (suggested length 2-3 pages)
4. **Summary of revisions addressing reviewer concerns (only applicable for resubmissions):** address/respond to reviewer comments and questions highlighting any changes to the research plan (maximum 2-page appendix)
5. **Clinical trial protocol synopsis (only applicable for applications proposing a clinical trial)** (to be included as an appendix)

V. Literature Cited

VI. Appendices

Appendices can include:

- For resubmissions - a 2-page maximum addressing reviewer comments for proposals that are resubmissions

- Letters of support
- For clinical trials - the protocol synopsis should be included
- Relevant preprints by key personnel

Supplemental Information: If a directly relevant manuscript has been accepted for peer-reviewed publication after the grant has been submitted, that information can be sent by email to Jessica Bohonowych, Associate Director of Research Programs Jessica.Bohonowych@fpwr.org.

Questions regarding the grant application and review procedures, or the suitability of a project with respect to FPWR priorities, can be sent by email to Jessica Bohonowych, Associate Director of Research Programs Jessica.Bohonowych@fpwr.org, or Theresa Strong, Director of Research Programs at: theresa.strong@fpwr.org or by contacting FPWR (contact information at www.fpwr.org).