



## COVID-19 Grant Application Guidelines

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The **March of Dimes COVID-19 Fund** was created to support the urgent need for COVID-19 specific research in maternal-child health, to help women preparing for childbirth, the families caring for a newborn, and healthcare providers during this time. The March of Dimes is looking for proposals that involve translational and actionable science that will lead directly to improved diagnosis, treatment, and ultimately prevention for mothers and infants in a pandemic climate.

Application Forms and templates are posted on our website.

Attachments are documents that are prepared outside the application using whatever editing software you desire (e.g., Microsoft Word), converted to PDF format and emailed to Rachel Hauser, at [rhauser@marchofdimes.org](mailto:rhauser@marchofdimes.org). We require PDF format to preserve document formatting and a consistent reading experience for reviewers and staff.

We have very specific attachment formatting requirements. Failure to follow these requirements may lead to application errors upon submission.

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**Administrative Applicant Information** - please be sure to provide the most complete and accurate contact information. We will use this information to contact you should we have any questions. Please be sure that you provide your institutional email address, for we will communicate with you regarding the outcome of your submission via email.

1. **Cover Page**- Please provide the contact information for your Department Chair and/or the Grants and Contract Officer (the responsible person for ensuring institutional compliance for this project).
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2. **Abstract** – The one-page abstract should be a self-contained description of the project and should contain a statement of objectives and methods to be employed.

3. **Animal and/or Human Use** – Be sure to indicate the assurance status and expiration date of certifications.

If you are using Humans and your institution requires you to have a consent form, please be sure to include a copy of your consent form when available.

4. **Facilities and Research Area** – Describe the facilities available to carry on the proposed research. Please include a description of lab space and equipment. This is limited to 4,000 characters.

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**REQUIRED ATTACHMENTS: Templates are provided**

1. PI Biographical Sketch
2. PI Current Financial Support
3. PI Pending Financial Support
4. Budget
5. Budget Justification
6. Research Plan
7. Research Plan citations
8. Payee Information

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**Research Plan** – If you are having difficulty with the template, you may create your own document as long as you include the Section headings listed below when preparing your research plan.

1. **Statement of Objective and Hypotheses.** Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
2. **Summary of Relevant Background Studies.** Summarize related work done by others and by you and cite appropriate references.

3. **Research Approach.** Describe in detail the intended method of study so that the Committee can judge your familiarity with the techniques you propose to use.
4. **Deliverables.** List and describe the deliverables you aim to achieve by the end of the grant term. These should have clearly defined and distinct results that are obtainable with the time and resources available.

The proposal must:

- May not exceed 10 pages, including images
- Be single spaced
- Use standard paper size of (8.5X 11)
- Have ½ inch margins
- Be in 12 pt. font. (**ONLY ACCEPTABLE FONTS** are Calibri, Times New Roman, Georgia)
- Be font color of black
- Have a header which includes the PI's last name, grant category, and year on every page in the top left corner
- Have a footer for numbering pages sequentially
- If including Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes, you may use a smaller type size, but it must be a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.
- Since a number of reviewers will be reviewing applications as an electronic document, and not a paper version, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.

#### **References Cited:**

- The references cited in the research plan must follow the style standards established by the National Library of Medicine (NLM). See <http://www.ncbi.nlm.nih.gov/books/NBK7256/> for complete guidance. In particular, please include all authors and the title of each publication cited.
- References are to be uploaded as a separate file, not as part of the research plan. Margins should be one-half inch all around and follow the font typeface requirement.

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#### **Budget:**

- Please use the budget template provided.
- Indirect costs should not exceed 10% of the direct costs.
- If there is a subcontract, there **MUST NOT BE** double indirect costs shown. (i.e., the

institution should not charge 10% indirect costs on the subcontract that then includes 10% on the total direct costs.)

- Please see our [Policies and instructions for Research Grants](#) for more detailed information with regard to acceptable budget line items.

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### **Budget Justification:**

- Your justification must include an explanation of any major differences among annual budgets, such as increases in salaries, costs of permanent equipment and variation in the use of expendable supplies.

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### **Biographical Sketch:**

- Please use the biographical sketch template provided.
- If you are having difficulty with this template, you may create your own as long as it follows our format and includes all of the necessary information.
- Page Limit: Should not exceed 5 pages in length.

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### **Payee Information:**

- When completing the payee information, be sure to provide the payee exactly as it should be printed on checks, if your application should reach a fundable level.
- Please provide the Mail to Contact information. This information is for the contact person and address to which the checks will be mailed, if your application should reach a fundable level.

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### **How to Submit a Completed Grant Proposal**

All applications must be submitted via email to Rachel Hauser, [rhauser@marchofdimes.org](mailto:rhauser@marchofdimes.org).

There is no need to send us a hard copy of any part of your application.

All submissions must be made by **5:00 pm Eastern Standard Time on the deadline date** in order to be considered.