GENERAL RESEARCH GRANT APPLICATION GUIDELINES

This document lays out the content and formatting requirements for submitting an application to the March of Dimes Foundation.

Application Forms and templates are posted on our website, www.marchofdimes.org.

You will find several kinds of fields in your application forms – check boxes, dates, data entry fields and attachments. Attachments are documents that are prepared outside the application using whatever editing software you desire (e.g., Microsoft Word), converted to PDF format and then uploaded in the Upload Attachments section of your application. 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.

Elements of a Grant Application – the first four sections pertain to the administrative information which you will enter on the appropriate screens while logged into the egrants system.

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. Administrative Contacts - Please provide the contact information for your Department Chair and the Grants and Contract Officer, (the responsible person for ensuring institutional compliance for this project).

2. Project Information – Please be sure to adhere to the character limits of each field which will be displayed above the text box where you will enter your information.
a. **Project Description** - Please provide a summary describing the work proposed, suitable for dissemination to the public. This should be suitable for comprehension by a lay person lacking scientific background. This summary should not include any proprietary/confidential information.

b. **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.

c. **Animal Use** – Check this box ONLY if you are using Animals and be sure to indicate the Assurance status and expiration date.

d. **Human Use** – Check this box ONLY if you are using Human subjects and be sure to indicate the assurance status and expiration date of your certification.

If you are using Humans and your institution requires you to have a consent form, please be sure to check the box indicating that consent forms are required. In addition, you should upload a copy of your consent form in the upload attachments section of the egrant system.

3. **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.

**Primary Focus Area** – Please select the most appropriate choice from the drop down list which you believe best describes the primary focus of your research. Then you may select up to 10 more keywords which best fit your project.

4. **Payee** – 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 if this is different from that of the Grants and Contracts Officer.

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**Upload Attachments** – in this section you will upload the necessary files to accompany the administrative components of your application. Below is a list of the files which may be uploaded, some are required and others are optional. Please be sure to adhere to the formatting guidelines and page limitations. Failure to adhere to our guidelines will result in your application not being considered complete.

**REQUIRED ATTACHMENTS:** In some cases templates are provide and may be found on our website, [www.marchofdimes.org](http://www.marchofdimes.org).

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

**OPTIONAL ATTACHMENTS** In some cases templates are provide and may be found on our website, [www.marchofdimes.org](http://www.marchofdimes.org).  

1. Professional Personnel – If you have any collaborators or consultant who will be working with you on this research you will need to complete the Professional Personnel Form.  

2. Collaborator Supporting Documents – If you have any collaborators listed on the professional personnel sheet, you will need to provide the supporting documents listed below:  
   a. Letter of Collaboration  
   b. Biographical Data Sketch  

   You will need to combine the two documents listed above into one file and upload in the Collaborator Supporting Documents field under the Upload Attachment section of your application.  

   If you have more than one collaborator listed, you will need to combine the two documents per collaborator together, and then combine all collaborators into one overall document.  

3. Consultant Supporting Documents - If you have any consultants listed on the professional personnel sheet, you will need to provide the supporting documents listed below:  
   a. Letter of Collaboration  
   b. Biographical Data Sketch  

   You will need to combine the two documents listed above into one file and upload in the Consultant Supporting Documents field under the Upload Attachment section of your application.  

   If you have more than one consultant listed, you will need to combine the two documents per collaborator together, and then combine all collaborators into one overall document.  

4. Consent Form – If you are using Human Subjects in your research and your IRB requires a consent form please be sure to upload a copy of your Consent form, which has been approved by your IRB. If you do not yet have approval, please upload the draft version.
Research Plan — A template may be found on our website, www.marchofdimes.org. 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. **Hypotheses** (State the hypotheses to be tested).
2. **Summary of Relevant Background Studies** (Summarize related work done by others and by you and cite appropriate references).
3. **Method of Study** (Describe in detail the intended method of study so that the Committee can judge your familiarity with the techniques you propose to use).

The proposal must:

- May not exceed 10 pages, including images
- Be single spaced
- Use standard paper size of (8½ “ X 11’)
- Have ½ inch margins
- Be in 12 pt. font. (The **ONLY ACCEPTABLE FONTS** are Arial, Georgia, and Palatino Linotype.)
- Be font color of black
- Have a header which includes the PI’s last name 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.

**Budget:**
• Please use the budget template provided (www.marchofdimes.org).
• 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.)
• Travel should not exceed $1,000 per year.
• Please see our **Policies and instructions for Research Grants** for more detailed information with regard to acceptable budget line items.

**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.

**Biographical Datasketch:**

• Please use the biographical datasketch template found on our website, [www.marchofdimes.org](http://www.marchofdimes.org).
• 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 4 pages in length.

**How to Submit a Completed Grant Proposal**

All applications must be submitted via our online eGrants system, [http://modresearchgrants.egrants.net](http://modresearchgrants.egrants.net). There is no need to send us a hard copy of any part of your application.

All submissions must be made by **6:00 pm Eastern Standard Time on the deadline date** in order to be considered.