

Instructions for PROBLEM STATEMENT

All applications must be submitted using Times New Roman – 12 point font with a 1 inch left and right margin and **MUST NOT** exceed the maximum number of pages identified for each section. Please note, if these requirements are not met, your application **WILL NOT** move forward to the peer-review process.

Click in the top header portion of the template to include your Name and Project Title.

IMPORTANT: IT IS IMPERATIVE THAT YOU PROOFREAD YOUR APPLICATION PRIOR TO SUBMISSION. YOU WILL NOT BE ALLOWED TO MAKE ANY CHANGES AFTER THE APPLICATION DEADLINE.

DO NOT EXCEED ONE (1) PAGE

This section must include the specific aims of the application. It is important to present a clear, simple statement of the overarching problem that led to this research project. This section may include brief discussions of, for example:

- The technical, public health or scientific question driving the study or the hypothesis to be tested.
- The significance of the question or hypothesis in relationship to the present state of knowledge.
- The new questions posed by this study and why they have not been tackled by other investigators.
- The specific objectives to be obtained during the project period.
- Studies by the principal investigator that have relevance to the proposed research.
- Major, related research studies from other laboratories or settings.
- The long-range goals of the proposed line of research--where will this project take the research community.
- The possible outcomes of the investigation, potential interpretations of these outcomes.
- Strategies for the pursuit of new research leads uncovered during the course of this project.

IMPORTANT NOTE: LETTERS OF SUPPORT, APPENDICES AND SUPPLEMENTAL DOCUMENTS ARE NOT ALLOWED. ADDITIONALLY, WE'RE NO LONGER ACCEPTING HARD COPIES OF THESE DOCUMENTS VIA EMAIL.

KRS: APPLICATION FORM FOR INDIVIDUAL RESEARCH PROJECT ©

Applicant Name (Last, First, Middle):

Project Title:

PROBLEM STATEMENT (1 PAGE) DO NOT EXCEED PAGE LIMIT

SAMPLE

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The experimental design and methods, technical procedures, instruments, characteristics of human subjects and animal populations, recruitment and retention plans, model systems, data management, quality control and analytic procedures are to be discussed as appropriate to the proposed investigation. Preliminary data/results that support the hypotheses or research strategies chosen should be discussed in this section.

A brief justification of the experimental design selected should be included, in addition to the alternative strategies considered during the development of the project plans. Brief justifications or arguments supporting the choices of instruments, methods or models chosen will be helpful to reviewers. Outline the plans for data management, quality control and analysis.

Mention alternative strategies where appropriate. If relevant to the project and nature of the research work, discuss plans for sharing data, samples or resources with other investigators. Describe any significant collaborations that are beyond the budget of this proposal and have not been previously described. **All references, figures and photographs must be included in the FIVE pages allowed for this section.** Use the reference style that is most common in the major journal(s) discipline, specialty or sub-specialty. You may reduce the font for references only to 10 points.

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WORKPLAN (5 PAGES) DO NOT EXCEED PAGE LIMIT

SAMPLE

Instructions for AVAILABLE RESOURCES AND BUDGET JUSTIFICATION INSTRUCTIONS

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Provide information about the resources that:

1. Are available and necessary to support the proposed project, and
2. Can be accessed for the duration of the project without additional funds.

List and describe facilities and space, equipment, animals and/or human subject or clinical populations, and any other relevant physical or human resources. Identify all new resources that the proposed project will require. Include a brief justification and rationale for the individual line items in the proposed budget.

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**AVAILABLE RESOURCES AND BUDGET JUSTIFICATION (2 PAGES) DO NOT EXCEED
PAGE LIMIT**

SAMPLE

Instructions for BUDGET SECTION (ONLINE)

Identify and provide costs for all new resources that the proposed project will require. Indirect costs, or overhead, **are limited to 10% of the direct costs.** **Your budget must not exceed the maximum amount of the award.**

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Allowable costs under this award

- It is required that most of the funds awarded under this program be used for direct research support.

Other allowable costs include:

- Purchase and care of laboratory animals.
- Small pieces of laboratory equipment and laboratory supplies.
- Computer software if used strictly for data collection.
- Salary for the principal investigator, scientific (including postdoctoral fellows) and technical staff (including laboratory technicians and modest secretarial support).
- Support for travel to scientific and professional meetings not to exceed \$1,000 per year.

Costs not allowed under this award include:

- Computer hardware or standard software (e.g. Microsoft Office).
- Construction or renovation costs.
- Tuition.
- Rent for laboratory/office space.

If it is anticipated or known that funds for support for this research will be sought from other sources, indicate this under cost-sharing. Funding agencies often request information from investigators on other pending sources of support. Cost-sharing information differs in that it is a pending (or planned) request for support from another funding organization that is specific to this research proposal.

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Instructions for APPLICANT INFORMATION

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On occasion, a donor may request background information about the applicant. Please provide a **brief** paragraph about your personal history. This may include your marital status, number of children, hobbies, special interests and any other information you wish to share. This information will only be shared with donors interested in your application.

PLEASE NOTE: Applicant Information is an OPTIONAL form.

IMPORTANT NOTES:

- **DO NOT USE THIS SECTION AS ADDITIONAL SPACE FOR YOUR WORKPLAN, PROBLEM STATEMENT, REFERENCES OR ANY OTHER SECTION OF THE APPLICATION – DOING SO WILL RESULT IN YOUR APPLICATION NOT MOVING FORWARD TO THE PEER-REVIEW.**

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Applicant Name (Last, First, Middle):

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APPLICANT INFORMATION (1 PAGE) OPTIONAL:

SAMPLE

MUST NOT EXCEED THE FOUR PAGE LIMIT

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A Biographical Sketch must be included for the Applicant/Principal Investigator and Co-Investigator(s) only. **NOTE: Do not include Biosketches for every individual involved on your proposal.**

You may use the NIH Biographical sketch format provided by The National Institutes of Health. A biosketch template and an example of a completed biosketch from the NIH website are provided.

Each biosketch should provide the following information:

- A. **Positions And Honors.** List In Chronological Order Previous Positions, Concluding With Your Present Position. List Any Honors.
- B. **Selected peer-reviewed publications (in chronological order).** Do not include publications submitted or in preparation.
- C. **Research Support.** List selected ongoing or completed (during the last three years) research projects (federal and non-federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and your role (e.g. PI, Co-Investigator, Consultant) in the research project. Do not list award amounts or percent effort in projects.

The Biographical Sketch must not exceed four (4) pages for each person. Page limitation and format requirements must be followed in preparing your templates. Not adhering to format and page limitations may result in an application being administratively withdrawn.

When you have completed the template, you must convert it from MS Word to PDF format and attach the file to your application in proposalCENTRAL.

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BIOGRAPHICAL SKETCH

Provide the following information for all key personnel.
Follow the sample format for each person found in **Biosketch Sample**. **DO NOT EXCEED FOUR PAGES.**

NAME

POSITION TITLE

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

A. Positions and Honors.

B. Selected peer-reviewed publications (in chronological order)

C. Research Support.