

<b>Eligibility</b>
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**Is the maximum of “two years of independent faculty appointment” flexible? By the July 1<sup>st</sup> cutoff date, I will have been independent for 2 years and 3 months.**

Unfortunately, this is not flexible and you would not be eligible for the grant.

**Who do I contact within my institution for the selection of the two investigators?**

Each institution, School or free standing research facility conducts their internal review process differently so check with your Office of Sponsored Research or similar department on how the competition will be handled.

**Are faculty appointments outside the United States or in other institutions (in the same or different fields) counted towards the two-year ceiling?**

All previous faculty appointments count towards eligibility requirements.

**Although I have had an appointment as “Instructor” for the past several years, I have only recently obtained my own office and lab space and am now on the track to become an independent investigator. Would I be eligible given the two-year ceiling of an independent faculty appointment?**

You would be eligible if you were in a mentored position since your appointment as Instructor. Please note (as stated in the guidelines) that much emphasis is placed on the applicant’s independence. Therefore, when your department or division chief completes the “Applicant Independence / Institutional Commitment Form,” s/he should state that you have been in a mentored position.

**After completing my residency and fellowship, I began working as a faculty member but then re-entered a training program. Am I eligible if there was an interruption in my faculty status?**

All faculty time counts towards eligibility requirements regardless of any interruptions. If the cumulative faculty experience is less than or equal to two years by July 1<sup>st</sup>, then you would be eligible.

**My faculty appointment is at an out-of-state institution, but I am currently in a temporary position in Massachusetts. May I apply for this grant?**

No. The applicant’s faculty appointment must be at the institution which will administer the Award.

**I have two private sector awards at \$75,000 each. Would this preclude me from applying?**

If the direct costs for these two awards added to your other federal and non-federal support is no more than \$250,000 per year over each of the three years of the Smith Award, you are eligible to apply.

**Is the \$250,000 limit per year on direct costs inclusive of a Smith Award?**

No, this figure does not include the Smith Family Award.

**If concurrent funding is \$250,000 or less in each year of the Smith Award, would concurrent funding that exceeds \$250,000 in any of those three years preclude eligibility?**

The applicant is ineligible only if s/he has \$250,000 or more in EACH year of the three-year award. Therefore, if there is more than \$250,000 in one or two years but less in another year, the person is still eligible. Exceeding \$250,000 in any year (if the other years have less) does NOT preclude eligibility.

**If I have been designated as a “short-term” PI on an R01 that was originally awarded to someone else who has left the institution, would I be eligible?**

As long as you did not write or compete for the award, you would be eligible.

**I am a current Smith Award Recipient. May I apply for a second award or renew my existing award?**

The Smith Family Awards for Excellence in Biomedical Research are development awards and may not be renewed.

**May I submit a project that involves human subjects?**

Although clinical trials are outside the scope of this program, basic research using human specimens would be eligible.

**Are neuroimaging projects acceptable?**

Projects using imaging modalities to explore mechanistic questions are eligible.

**My project involves modeling the impact of different diseases on different populations and how this affects healthcare decisions. Would this be considered “biomedical research?”**

The Smith awards support traditional laboratory/bench research and do not support health services research.

**My first faculty appointment is Associate Professor. May I apply for this Award?**

No, we will only accept Instructor or Assistant Professor as a first faculty appointment.

<b>Application Instructions</b>
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**Where do I find my Institution’s Tax ID?**

Contact your Office of Sponsored Programs for this number.

**Does the budget page reflect the actual cost of the project or only what is requested from the Smith Family Foundation?**

This page summarizes what is being requested from the Smith Family Awards Program for Excellence in Biomedical Research. If the project uses additional support from other sources, those amounts should be combined and noted in the last row of this Form.

**Must we commit a certain percentage of time to the Smith project?**

Although Smith applicants must be full-time faculty, the Program does not require that a specific percentage of time be allocated to the project. Although salaries must be in proportion to the percent effort on the research project, percent effort may exceed the percent of salary support requested.

**Are subcontracts allowable costs and where do we note these expenses on the budget page?**

The PI is allowed to pay subcontractors and these subcontracts can be listed as a line item under "Other Expenses." The Smith Family Foundation does not separately pay other personnel on someone's grant.

**Is graduate student tuition an allowable budget expense?**

If the graduate student has a significant role on the proposed project, tuition may be charged as a personnel expense.

**Shall I include the C.V. of a collaborator?**

If this is a significant collaboration, that person should append a brief letter of collaboration and describe the particular expertise that s/he is bringing to the project. Do not append a C.V.

**In preparing the proposal section, may I use the NIH continuation pages?**

Yes, this is acceptable.

**To whom should letters of recommendation be addressed?**

They should be addressed to the "Smith Family Scientific Review Committee."

**My Department Chair will not be able to submit his letter to me by the deadline. Can this letter be sent later on?**

No. All materials must be submitted by the online application deadline. The Chair may fax or email his letter to you so that you can include it with your submission (in the uploaded PDF file).

**Can any letters be sent separately?**

No. All letters of recommendation, collaboration, etc. must be included in the one PDF upload and submitted by the online application deadline.

**Are the standard sections mentioned in the Research Proposal section required or may other section names be included?**

These sections are required but others may be added if you wish.

**What is meant by “Authorized Institutional Representative” on the Face Sheet?**

This person is administratively responsible for research oversight and is typically from the Office of Sponsored Programs.

**Online Submissions**

**I have started and saved an application but when I try to log in, I cannot find my previous application and need to start a new one.**

There is a separate log-in for “returning users.” Instead of using the link for, “Begin a new application,” click the link that states, “Return to a saved application.” After logging in, you will see the name of the application that you started. Click on that link and then continue the submission process.

**How do I combine and convert the multiple documents into one PDF file?**

Please refer to the last page of this document for step-by-step instructions.

**Award Statistics**

**What are my chances of receiving a Smith Award for Excellence in Biomedical Research?**

In the past, approximately 12% of submissions were funded.

**Who were the successful applicants from the previous grant cycle?**

Please see the listing of “Award Recipients” at <http://www.tmfgrants.org/Smith>.

**Additional Questions**

For answers to any issues not covered in the program guidelines or the FAQs, please contact Gay Lockwood, Senior Program officer at 617-279-2240, x702 or [GLockwood@hria.org](mailto:GLockwood@hria.org).

## **Directions for combining and converting all requested materials into ONE PDF**

**document for upload:** Please name this file: LastName, FirstName.pdf. For example, Jane Smith's file would be named, Smith, Jane.pdf.

### **Instructions for Combining Multiple PDF Documents Adobe Acrobat Version 8**

The following instructions apply to Adobe Acrobat Version 8. For instructions on combining files in Adobe Acrobat versions 5, 6, or 7, visit the following website:

<http://etd.byu.edu/creation/PDFs/Adobe%20Acrobat%20PDFs/UsingAdobeAcrobat.pdf>

This editing cannot be done with Adobe Reader or Distiller. To combine multiple PDF documents into one document:

1. If you have Word documents to include, you must first convert all Word documents to PDF documents before beginning the combination process.
2. Open Adobe Acrobat.
3. Click on **Combine Files** from the **File** drop-down menu.
4. In the Combine Files dialog box:
  - Click **Add Files** to locate the first file to be converted. Select the file and click "Add File."
  - Repeat the above step to attach as many documents as you would like to combine
  - Select "Next" at the bottom right-hand corner.
  - Keep the option at the top as "Merge files into a single PDF."
5. Files are converted and consolidated in the order shown in the list. To move a file up or down the file list, select the filename and click **Move Up** or **Move Down** as needed. To remove a file from the file list, select the filename and click **Remove**.
6. When you have added all the files to be converted and have the files in the desired sequence, click **Create** (bottom right) to convert and consolidate the files into one PDF file. When the conversion is complete, you can name and save the consolidated PDF file by clicking "Save" in the bottom right-hand corner.