Smith Family Foundation: Odyssey Award
Frequently Asked Questions, 2022 Grant Cycle

Program

1. Do I need to be nominated by my institution?
No. As of the 2021 grant cycle, institutions will no longer be limited to two applicant submissions. However, your institution does need to confirm your eligibility for the program as described in the program guidelines.

2. Is the Smith Family Foundation: Odyssey Award the same program as the Smith Family Awards Program for Excellence in Biomedical Research?
No, the Smith Family Foundation: Odyssey Award is a separate grant program and will not replace the Smith Family Awards Program for Excellence in Biomedical Research.

3. Will you continue to offer the Smith Family Awards Program for Excellence in Biomedical Research funding opportunity?
Yes. Please see the Smith Family Awards Program for Excellence in Biomedical Research website at https://hria.org/tmf/Smith/.

4. Who were the successful applicants from the previous grant cycle?
Please see the listing of "Award Recipients" at https://hria.org/tmf/SmithOdyssey

Eligibility

1. Are awardees of the Smith Family Awards Program for Excellence in Biomedical Research eligible to apply for the Smith Family Foundation: Odyssey Award?
Yes, awardees of the Smith Family Awards Program for Excellence in Biomedical Research are eligible to apply for the Smith Family Foundation: Odyssey Award.

2. Does it matter whether the first independent faculty appointment is Instructor or Assistant professor or are both acceptable? Is an instructor appointment considered an 'independent' faculty position?
The window is 4-9 years in a tenure track assistant professor position. We understand that there is a continuum of independence at many institutions beginning with emerging independence at the Instructor level. However, to level the playing field and ensure that all applicants have only one window of eligibility, we are considering the Assistant Professor appointment to be the first independent faculty appointment.

3. Regarding the $750,000 limit on direct costs from federal and non-federal sources, I have two private sector awards at $400,000 each. Would this preclude me from applying?
If the direct costs for your private sector awards added to your other federal and non-federal external support is more than $750,000 in either year (11/1/22 - 10/31/23 or 11/1/23 - 10/31/24) of the Smith Odyssey Award, you are not eligible to apply.

As stated in the Guidelines, applicants are ineligible if, at the time of application, they have combined federal and non-federal funding totaling $750,000 or more in direct costs in either of the first two years (11/1/22 - 10/31/23 or 11/1/23 - 10/31/24) of the two-year Smith Odyssey Award. This figure refers to external funding only and not an Applicant's start-up package, other intramural support, or the Smith

Family Awards Program for Excellence in Biomedical Research.

4. If I have $750,000 or more in direct costs during the first year of the Smith Odyssey Award and nothing in the second year, will I still be eligible?
No, you are not eligible.

5. If an investigator has a 5-yr R01 that provides $250,000 per year does that count toward the $750,000 as $250,000, $500,000 (two years combined) or $1.25 million?
The $750,000 cap is per year so this would count as $250,000 per year.

6. Are leaves of absence counted towards the eligibility window?
No. If you were not working during a specific period, you would not include that time when determining your eligibility. The Sponsored Research Office should confirm both the duration of the leave of absence and applicant eligibility via the Sponsored research office letter.

7. May I submit a project that involves human subjects?
Although clinical trials are outside the scope of this program, basic research involving human subjects, data, or samples would be eligible.

8. 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 Odyssey Awards support traditional laboratory/bench research and do not support health services research.

9. If I am offered the Award but cannot accept it, may it be transferred to a collaborator or other individual significantly involved in the project?
No. The Odyssey Award can only be awarded to the Applicant who originally submitted the grant application.

Application Instructions

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1. Is a traditional research proposal required at the Initial Proposal stage?
No. Please follow the instructions as stated in the Application Guidelines and on the Application Forms. Do not include any supplemental materials. References may be inserted after the Initial Research Proposal section and will not count against word limits.

2. How can I incorporate figures, graphs, tables, or pictures into my Initial Research Proposal?
Figures, graphs, tables, or pictures are not required, and if included must fit along with the specific word limits in a text box no larger than a single page.

3. May I include supplemental materials with my Initial Proposal, such as letters of collaboration/recommendation or a budget form?
No. Supplemental materials submitted during the Initial Proposal stage will be removed.

4. May I list collaborators or a Co-PI on this submission?
Collaborators may be included on your online application, but the Odyssey Awards Program does not recognize a Co-PI or Multiple PIs.

5. Shall I include the biosketch of a collaborator?
Do not append a biosketch for a collaborator but please list collaborators on the online application form. If you are invited to submit a Full application, that person should include a brief letter of collaboration and describe the expertise that s/he is bringing to the project.

6. Are subcontracts allowable?
Yes. Please include a subcontract budget sheet with your Full Proposal budget and include the description of the relevant work and role on the project within the proposal.

7. Is there a Biosketch format that I should use?
Applicants must use the new, updated March 2021 NIH Biographical Sketch form:
https://grants.nih.gov/grants/forms/biosketch.htm

8. Is it permissible to include graduate student tuition in my Full Proposal budget for the Smith Family Foundation Odyssey Award?
If the graduate student has a significant role on the proposed project, tuition may be charged as a personnel expense.

9. For the Full Proposal budget information should I include each page of the spreadsheet as an individual page in the combined PDF document?
Yes, each page of the budget should be included in your final PDF. Please change the numbering in the table of contents to reflect all budget pages.

10. Do I need to mail a hard copy of my PDF proposal?
No, please do not mail any hard copies.

Online Submissions

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1. 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 saved applications. Instead of using the link for, "Start a New Application," click the link that states, "Continue 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.

2. Where do I get an ORCID ID number?
Please visit https://orcid.org/ to register for an ORCID ID. You are not required to provide an ORCID ID to submit your Smith Odyssey application.

3. What is the difference between the "Authorized Institutional Representative" and the "Institutional Officer to Receive Funds?"
The Authorized Institutional Representative is responsible for research oversight and is often in the Office of Sponsored Programs. This person signs off on the application to ensure that you and the Institution have met the eligibility requirements. The Institutional Officer to Receive Funds is typically the Fiscal Officer and receives award payments, prepares expenditure reports and oversees other financial requirements of your grant.

4. In the Full Proposal, how many letters of recommendation do I need?
ONE confidential letter is required in the Full Proposal which must be submitted through the online system, from a Recommender of your choice. The Recommender does not need to be based at your institution. We encourage you to choose someone who knows your work well, and who can present some aspect of your professional background or project that we might not appreciate otherwise, and/or who can explain why you are a great match for this funding opportunity and its focus on innovation. Department Chair letters are no longer required for this program. Only one Recommender letter may be submitted.

For answers to any issues not covered in the program guidelines or the FAQs, please contact Program Staff at SmithOdyssey@hria.org