

Dr. Ralph and Marian Falk Medical Research Trust Awards Programs

Catalyst Award

Frequently Asked Questions

Grant Cycle 2015

General Questions

What is the goal of the Falk Trust Catalyst Award?

The Catalyst Research Award Program provides one year of seed funding to support high-risk, high-reward projects that address critical scientific and therapeutic roadblocks. The program is designed to enable planning and development of projects, teams, tools, techniques and management infrastructure necessary to successfully compete for a two-year award through the Transformational Research Award Program.

How do I apply?

Please go to www.tmfgrants.org/FalkCAP and download the Guidelines and Instructions.

Is there a limit on how many applications may be submitted from one institution?

Select institutions may internally nominate up to two applicants for submission to the Program.

Must the applicant be nominated by his/her institution?

Yes.

Is there a limit on how many applications in one cycle may be submitted from one applicant?

Yes, one application per Principal Investigator (PI).

I am based at an institution outside of the United States. Am I eligible?

Applicants do not have to be U.S. citizens but they must hold a faculty appointment at an invited non-profit, academic, medical, or research institution in the United States.

May I apply with a Co-Principal Investigator and/or a Co-Investigator?

Yes, however, one principal investigator PI (Applicant) must be identified as the lead PI of the award, who will be responsible for all grant reporting and fiscal management. Co-Investigators are allowed, although there is only one PI (the Applicant).

May a PI on one grant also be part of another grant submission?

Yes. A PI on one grant may be listed as personnel on someone else's grant.

I am Adjunct Faculty at my institution. May I apply?

No. The program only accepts applications from full-time independent faculty members.

If I am offered the Award but cannot accept it, may it be transferred to a co-investigator or other individual significantly involved in the project?

No. The grant can only be awarded to the Applicant who originally submitted the grant application.

If I apply and do not receive an Award, may I apply in future years?

Yes. If your institution is invited to apply in future years.

Proposal Application

Are there formatting rules for the Research Proposal?

Yes – please refer to the Guidelines for specific instructions.

Should the references be placed after the Research Proposal?

Yes, please add any references cited after the research proposal. The references are included in the 9-page maximum.

Are the section headings mentioned in the Research Proposal portion required or may other headings be included?

Please prepare your proposal using these headings.

Do you have a Biosketch form I should use?

Applicants to the 2015 Falk Program should use the current NIH biosketch format. Biosketches using the new format are limited to 5 pages and include an expanded publication section. The new format is downloadable here: <http://grants.nih.gov/grants/funding/424/index.htm#format>

I have a Co-Investigator. Should their Biosketch be included in the Attachment?

Yes – please include biosketch(es) for any co-investigators.

Where do I find the Application Face Sheet?

The Face Sheet is a downloadable Word document found at: www.tmfgrants.org/FalkCAP.

On the Face Sheet, what is the difference between the Authorized Institutional Representative and the Institutional Officer to Receive Funds?

Depending on the institution, the Office of Sponsored Programs (or similar grants department) will sign off on the application to insure that you and the Institution have met the eligibility requirements. The Institutional Officer to Receive Funds is typically within the finance or accounting office. Please check with your institution to determine who should sign this section.

Online Application

Where do I find my Institution's Tax ID?

Please contact your Office of Sponsored Programs for this number.

How do I access the Online Application?

Please review the Guidelines for links and instructions.

I have started and saved an Online Application. However, when I try to log-in, I cannot find my previous application. Do I need to start a new one?

No –there is a separate log-in link for applicants who have already started and saved an application. Please be sure to click the link titled, “Return to a Saved Online Application” to access your previous form.

What will be asked in the Online Application?

After entering the Institution’s Tax ID number and passing an Eligibility Quiz, applicants will be required to enter their Contact Information and Educational Background. In addition, the online form will ask for Institutional information, Project Title, Keywords, Project Summary, and Non-technical Summary.

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

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

Contact

Jeanne Brown, Program Officer
jbrown@hria.org or 617-279-2240 x709

Instructions for Combining Multiple PDF Documents

Adobe Acrobat Version 8

Please combine and convert all requested materials into ONE PDF document for upload and name this file, LastName, FirstName.pdf. For example, Jane Doe’s file would be named, Doe, Jane.pdf.

The following instructions apply to Adobe Acrobat Version 8. For instructions on combining files in other versions, please go to: www.adobe.com. This editing cannot be done with Adobe Reader or Distiller. To combine multiple PDF documents into one document:

1. Open Adobe Acrobat 8.0
2. Click File > Create PDF > From Multiple Files
3. Click Add Files... to locate the PDF files to be combined. Double-click a PDF file to add it to the list, or use the [Ctrl]-click combination to select multiple files in the same directory and then click Add Files.
4. To change the order of the files in the list, select the appropriate PDF and click Move Up or Move Down as needed.
5. Select Default File Size for the file size and conversion setting. If the PDF document is over the 3MB size limitation, then try using the Smaller File Size setting.
6. Click Next once all of the files to be combined have been added and are in the desired sequence.
7. Select “Merge Files into a Single PDF” and then click Create.
8. Review the results to ensure accuracy and then click Save.
9. Browse to the location on your computer where you wish to save the document, name the file, and then click Save.