



**Jeffress Trust Awards Program in Interdisciplinary Research**  
*A program of the **Thomas F. and Kate Miller Jeffress Memorial Trust** with support from the  
**Hazel Thorpe Carman and George Gay Carman Trust**  
Bank of America, N.A., Trustee*

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**One-year \$100,000 awards to promote scientific discovery  
through interdisciplinary collaboration and integration  
of innovative computational and quantitative strategies**

### **Application Guidelines**

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**Award Period:** June 30, 2020 – June 29, 2021

**Online Application Deadline:** Friday, March 27<sup>th</sup> at 12:00 PM, Eastern Time

Up to fifteen one-year \$100,000 awards will be made to independent investigators within seven years of their initial faculty appointment in nonprofit academic or research institutions in the state of Virginia. A maximum of five applications may be nominated for submission per institution, inclusive of all schools and colleges therein.

The **Hazel Thorpe Carman and George Gay Carman Trust** has an interest in potentially offering an additional award in support of one project submitted through the Jeffress Awards Program mechanism that meets the criteria of the Jeffress Program and is relevant to the funder's focus of either blood disorders or mental health.

#### **❖ Program Mission and Overview**

The Thomas F. and Kate Miller Jeffress Memorial Trust was founded in 1981 by Robert M. Jeffress in memory of his parents and is guided by its mission, to benefit the people of Virginia and their research in chemical, medical or other scientific fields.

Since its founding, the Jeffress Memorial Trust has been a steadfast benefactor in support of scientists and research of the highest quality across the state of Virginia. The Jeffress Trust Awards Program in Interdisciplinary Research aims to catalyze the future of scientific research in Virginia by promoting the expansion of emerging computational and quantitative strategies that are accelerating discovery across scientific fields in Virginia.

For example, pioneering mathematical modeling/simulations and analytics capable of mining ever-growing data sets have already led to significant advances in bioinformatics, astrophysics, mathematical biology, drug development and material science.

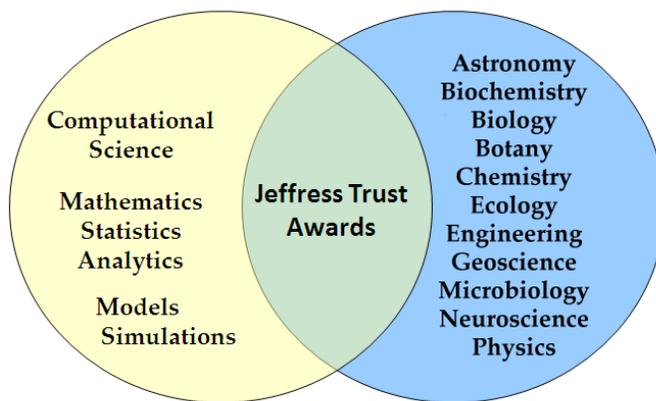
As steward of the Jeffress Memorial Trust, Bank of America, N.A., works with the Scientific Review Committee selected by The Medical Foundation, at Health Resources in Action, to decide upon the most qualified candidates.

### ❖ Eligibility Requirements

#### Research Project Criteria

The Jeffress Trust awards support high impact, innovative projects that integrate computational and quantitative scientific methodologies across a broad range of scientific and engineering disciplines. While state-of-the-art computational methodologies and/or mathematical modeling must be employed, they are not required to be novel. However, high-impact, innovative and creative applications are highly encouraged.

Eligible research areas for Jeffress support include astronomy, biosciences, chemistry, computer sciences, engineering, environmental sciences, material science, mathematics and physics. Research in social, economic and behavioral sciences, including psychology, are currently outside the scope of Jeffress funding.



#### Undergraduate Student Participation

A proportion of the Award is required to fund undergraduate student research support. The Jeffress Memorial Trust is dedicated towards inspiring young creative minds that will contribute to the future scientific research workforce in Virginia. Justified graduate student support may be considered on a case by case basis.

#### Applicant Eligibility

Eligible Principal Investigators are **full-time faculty** at a nonprofit academic or research institution in Virginia and are within seven years of their first faculty appointment as of the Funding Start Date. United States citizenship is not required. Eligible candidates will have received this appointment on or between July 1, 2013 and June 30, 2020.

If an Applicant has been on medical or family leave, or if research was interrupted for other documented reasons, the period of absence will not count towards the seven-year eligibility window. Address any gaps in work history in the Personal Statement of the Biosketch. The

Department Chair's letter must confirm both the duration of the leave of absence and Applicant eligibility.

Importantly, faculty from medical schools and schools of Osteopathic Medicine may not apply as Principal Investigators; however, they are encouraged to collaborate on proposals as Co-Investigators.

❖ **Institutional Nomination**

In order to balance funding opportunities for nonprofit academic or research institutions across Virginia, a maximum of five applications may be nominated per institution, inclusive of all schools and colleges therein.

❖ **Letter of Recommendation and Commitment from Department Chair**

In addition to describing and supporting the applicant's qualifications to carry out the proposed project, the Department Chair must explain how the Award will enhance the applicant's research and describe the long-term institutional commitment to both the applicant and his/her research. The letter must also confirm that the applicant is within seven years of their first faculty appointment and confirm any gaps in work history noted in the applicant's biosketch.

❖ **Co-Investigators**

Co-Investigators must provide a major intellectual contribution to the project and hold their primary appointment within a Virginia institution. Co-Investigators may share Award funding.

❖ **Collaboration** (if applicable)

A collaborator generally contributes minimally to the scientific development of the project. However, they may contribute significantly to the project through their technical expertise or services, equipment or reagent use. Collaborators do not share Award funding but may be situated outside of the state of Virginia. Collaborators should include a brief letter (up to one page) describing the significance and particular expertise that s/he is bringing to the project. These are not letters of recommendation. Biosketches of collaborators may be provided to document relevant expertise.

❖ **Biosketch(es)**

Applicant and Co-Investigator(s) (if applicable) must provide biosketches. However, the biosketch format must follow either the NSF or NIH guidelines. In the case of the NSF format, please append an additional page that includes a Personal Statement (up to 400 words) that describes the investigator's experience and qualifications relevant to their role on the Jeffress project. Within this section, if applicable, briefly describe gaps in work history such as family care responsibilities, illness, disability, and active duty military service.

The most current NSF or the current NIH biosketch must be used.

❖ **Award Selection Criteria**

The Scientific Review Committee uses the following criteria to evaluate applications.

- Project’s scientific merit, impact and innovation exploiting computational and quantitative strategies
- Qualifications of applicant and Co-investigators (if applicable) to carry out the proposed research
- Research objectives, methodology, data collection and data analyses that are feasible and appropriate to meet the project’s goals
- Inclusion and presentation of supportive mathematical models in quantitative strategies and use of computational modelling in proposal
- Evaluation of detailed plans for Undergraduate Student Research opportunities in the proposed project
- Strength of Letters of Support

❖ **Notification to Applicants**

The online grant system will notify applicants once the upload is received. Notification of Award funding will occur in June 2020.

<b>Historical Statistics</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
# of Submissions	53	48	38	38
# of Award Recipients	20 2 Carman	11 1 Carman	15	11

❖ **Acknowledgement of Support**

The Award Recipient and Institution are encouraged to announce receipt of this Award entitled, **The Jeffress Trust Award in Interdisciplinary Research** and credit financial support to the **Thomas F. and Kate Miller Jeffress Memorial Trust or the Hazel Thorpe Carman and George Gay Carman Trust, if applicable.**

❖ **Publications**

Publications or presentations resulting from research supported by this Award must also acknowledge support from the **Thomas F. and Kate Miller Jeffress Memorial Trust or the Hazel Thorpe Carman and George Gay Carman Trust, if applicable.**

❖ **Terms of the Award**

Please download “Terms of the Award” from [www.hria.org/tmf/Jeffress](http://www.hria.org/tmf/Jeffress) for information regarding use of the grant funds, payment schedule, reporting schedule, and other Awardee and Institutional requirements.

❖ **Frequently Asked Questions** may be found at [www.hria.org/tmf/Jeffress](http://www.hria.org/tmf/Jeffress)

**Program Staff:** 617-279-2240

Jeanne Brown, Grants Officer, [jbrown@hria.org](mailto:jbrown@hria.org) x709 or 617-279-2255 DD

Kim Lezak, Ph.D., Interim Managing Director, [klezak@hria.org](mailto:klezak@hria.org) 617-279-2275 DD

Allison Rosenthal, Grants Coordinator, [Arosenthal@hria.org](mailto:Arosenthal@hria.org) 617-292-5063 DD

The Medical Foundation

at Health Resources in Action

Jeffress/Carman Trust Awards Program in Interdisciplinary Research

2 Boylston Street, 4th Floor

Boston, MA 02116

617.279.2240

Jeanne Brown x709

617-279-2255 DD

[jbrown@hria.org](mailto:jbrown@hria.org)

## Application Instructions

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### DEADLINE

**Friday, March 27, 2020 (12:00 PM) Online Submission**

Before beginning the online submission, download and save the “Application Forms” which can be found at <https://www.hria.org/tmf/jeffress>

**Login:** Account provides access to Save, Submit or Share your application

**Begin** a new application: [https://www.GrantRequest.com/SID\\_738?SA=SNA&FID=35065](https://www.GrantRequest.com/SID_738?SA=SNA&FID=35065)

**Return** to a saved application: [https://www.GrantRequest.com/SID\\_738?SA=AM](https://www.GrantRequest.com/SID_738?SA=AM)

### **Sharing/Transferring your application with your Institutional Contacts for Certification**

- The Applicant is considered the “Owner” of this request. The Applicant/Owner is required to secure sign off from their Institutional Contacts, such as OSP and Finance, by “transferring ownership” temporarily to complete the online form
- Transfer takes place on the applicant’s account page [https://www.GrantRequest.com/SID\\_738?SA=AM](https://www.GrantRequest.com/SID_738?SA=AM)
- All contacts must have an Account to share applications
- **New users will Create an Account** with their own email and password
- Use the icons under the **Action** heading to transfer ownership

Applications						
						Show <span>In Progress Applications</span> ▾
						<input type="checkbox"/> Hide Viewer Only Applications
Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
<a href="#">Jeffress Trust Awards Programs in Interdisciplinary Research</a>		100,000	61471	1/28/2020	Owner	   

The following sections are required for the online submission:

- Institution’s Tax ID Number
- Eligibility Quiz
- Applicant Data: Institution, Contact, and Educational background information. Provide the PI’s ORCID identification number, if available.
- Key Personnel: Co-I (s) name and institutional affiliation should be supplied in the Key Personnel fields, if applicable.
- Research Project: Project Title, Keywords, Project Summary, Non-technical Summary and Applicant’s initials to certify the accuracy of submitted information. Carman funder focus designation (if applicable)

- ❑ Institutional Contact Information: Complete Institutional Contact fields. Certification by the Institutional Representative on the application will acknowledge understanding of the terms of the Program, and that the proposal has been reviewed and has been approved for submission to the Program.
- ❑ Attachments: All items must be combined into ONE PDF for upload to the Online Application. On the final PDF, make sure all pages are numbered sequentially starting with the Application Face Sheet as page #1.
- ❑ Templates are provided for Application Face sheet, TOC, Project Summary, Student Research Plan Form S (Word), Budget Form D and Other Support tab Form E (Excel) on the program webpage: [www.hria.org/tmf/Jeffress](http://www.hria.org/tmf/Jeffress)

1. **Application Face Sheet:** The Face Sheet is the first page of the application and all information must be typed. The Application Face Sheet is page #1.
2. **Table of Contents:** Follow the Table of Contents and **number ALL pages**, including the recommendation and collaboration letters.
3. **Research Project Summary and Performance Sites:** Complete this form according to the instructions at the top of that page. This summary will be posted on our website if the project is funded (*maximum of 300 words*).
4. **Biosketches:** Applicant Biosketch and Co-Investigator(s) (if applicable) must provide biosketches.
5. **Letter of Recommendation and Commitment from Department Chair** (*person noted on the Application.*)
6. **Letters of Collaboration** (if applicable)
7. **Budget, Summary & Justification Form D** (Excel): Complete this form for the one-year project. Personnel include co-investigators, collaborator(s) and undergraduate student(s). A proportion of the budget is required to fund undergraduate student research support. The Principal Investigator of the project is responsible for administration and reporting of all sub-contracts and the distribution of funds for student expenses. Justify all proposed expenses. Funds from the Jeffress Award cannot be used for indirect costs. Examples of allowable expenses include student stipend, student room and board, tuition of justified Graduate Student expense. Additionally, computer time, supercomputing fees and open access fees are allowable expenses.

**Other Support Tab Form E** (Excel): On this form, list ongoing and pending projects along with their overall goals and responsibilities of the Applicant. Clearly describe any scientific or budgetary overlap.

- 8. Student Research Plan Form S:** Provide details of the Student Research Plan.
- 9. Research Proposal** (10-page maximum): Use Ariel 11 as the typeface and font size with a minimum of single spacing within paragraphs, double spacing between paragraphs, and one-inch margins on all four sides. Figures, legends and tables may use a smaller font size. Include all figures, graphs, tables and images (exclusive of bibliography) of references related to the project in a maximum of 10 pages. The Applicant's full name should appear at the top of each page.

**Proposal sections include:**

- Specific Aims**
- Background and Significance**
- Preliminary Studies/Preliminary Data (*if available*)**
- Research Design and Methods; Inclusion and presentation of supportive mathematical models in quantitative strategies is highly encouraged**
- Role of Undergraduate Student participation on the project**
- Justify Graduate Student support (*if applicable*)**
- Potential Limitations and/or Pitfalls**
- Detailed Project Timeline**
- Future Directions and Impact of the Research**
- Literature Cited**