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| Eligibility |
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Is the maximum of two and a half years of an independent faculty appointment flexible? I received my appointment in May 2013.

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

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

Each academic institution, hospital, School, College 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 and a half year ceiling?

All previous faculty appointments count towards eligibility requirements.

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 \$200,000 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 less than \$500,000 at any time during the first two years of the Smith Award, you are eligible to apply.

Is this \$500,000 limit in direct costs (over the first two years) inclusive of a Smith Award?

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

If I have \$500,000 or more in direct costs during the first year of the Smith Award and nothing in the second year, will I still be eligible?

No, you are not eligible.

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.

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.

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 (or their equivalents) as a first faculty appointment.

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| Application Instructions |
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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. If the project uses additional support from other sources, those amounts should be combined and noted in the last row, labeled "Other Support," on the "Budget Summary and Key Personnel" form.

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

The Program does not require that a specific percentage of time be allocated to the project. Although salaries requested for the Smith project must be in proportion to the percent effort on this 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."

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?

Do not append a C.V. for a collaborator; that person should include a brief letter of collaboration and describe the particular expertise that s/he is bringing to the project.

Is there a Biosketch format that I should use?

Applicants now have two options for biosketch submission. Bio-sketches in the "old" format (NIH R01 PHS 398, Rev. 8/12) are limited to 4 pages. The new format is limited to 5 pages and includes an expanded publication section. Submitting the old or new version of the biosketch will not impact your proposal review.

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 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 headings 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 saved applications. Instead of using the link for, “Begin the online 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.

Award Statistics

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

Typically, 10 – 12% of submissions are 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.