

Eligibility

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, including any independent research position in a for-profit company or similar professional setting, 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 in either of the first two years (12.1.16 – 11.30.17 or 12.1.17 – 11.30.18) of the Smith Award, you are eligible to apply.

I have a PhD, was appointed as Instructor (a faculty position) following my fellowship training and just recently was promoted to Assistant Professor. If I use Instructor as my first faculty appointment, then I have exceeded the eligibility window. May I use the Assistant Professor appointment instead?

For PhDs, the first independent faculty appointment is the first faculty appointment after completing postdoctoral fellowship training. Because each institution views the "Instructor" title differently, the applicant's Department Chair must clearly confirm and document that the applicant has developed and conducts an independent research program and has committed institutional support. Typically, this includes designated laboratory and office space, core facility and staff support, and access to graduate students and postdoctoral fellows, including those on training grant support.

Are leaves of absence counted towards the two and a half year ceiling?

No. If you were not working during a specific period, you would not include that time when determining your eligibility. The Department or Division Chair's letter, must confirm both the duration of the leave of absence and applicant eligibility.

I am currently an Associate Professor. May I apply for this grant?

Typically, this is not a first faculty appointment. However, if this is your first faculty appointment following completion of fellowship training and you meet the eligibility requirements for the PhD or MD (page 2 of the Application Guidelines), we will accept an application from you.

Is the \$500,000 limit in direct costs (in either of 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 if the direct costs from the R01, allocated to you and combined with your other federal and non-federal funding, do not total \$500,000 or more during either of the first two years of the Smith Award.

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.

May I list collaborators or a Co-PI on this submission?

Collaborators and Co-Investigators may be included on your application but the Smith Family Awards Program does not recognize a Co-PI.

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.

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 Smith grant can only be awarded to the Applicant who originally submitted the grant.

Application Instructions

Where do I find my Institution’s Tax ID?

Contact your Office of Sponsored Programs for this information.

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.

Is there a Biosketch format that I should use?

Applicants must use the latest NIH Biographical Sketch form,
http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx

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

Yes, this is acceptable.

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 insure 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 fiscal reports and oversees other financial requirements of your grant.

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 by the online deadline. Can this letter be sent later on?

No. All materials must be submitted through the online system and by the application deadline. Unless all recommendation letters have been received by the online system, you will not be able to submit your application. Please make sure that you follow-up with all Recommenders to make sure that they upload their letters in advance of the deadline.

Can any letter be mailed separately?

No. The two or three letters of recommendation must be submitted online by the application deadline. Otherwise, the system will not allow the Applicant's materials to go through. Any collaboration letters must be forwarded directly to the Applicant for inclusion in the document upload.

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

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

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, "Start 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.

Award Statistics

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

Typically, up to 10% 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.