

<b>Eligibility</b>
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**Is the eligibility requirement of being within “seven years of their first faculty appointment as of July 1, 2016” flexible? By the July 1<sup>st</sup> cutoff date, I will have been a faculty member for 7 years and 2 months.**

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

**Are exceptions made to the 7 year first faculty appointment eligibility window?**

Exceptions to the eligibility requirement would be considered if the PI’s extenuating circumstance is documented satisfactorily in the Department Chair letter as cited in the Guidelines.

**Is tenure required for Principal Investigators?**

Full time faculty within 7 years of their first appointment are eligible regardless of tenure status.

**Are faculty appointments of the PI outside the United States or in other institutions (in the same or different fields) counted towards the seven year eligibility restriction?**

All previous faculty appointments count towards eligibility requirements for the PI.

**My faculty appointment is at an out-of-state institution, but I am currently in a temporary position in Virginia. May I apply for this grant?**

No. The applicant’s primary faculty appointment must be at the institution in Virginia which will administer the Award.

**If I am a postdoctoral fellow at the time of application but will have a faculty appointment by the grant’s start date, am I eligible to apply?**

Your faculty appointment must be in place at the time of application.

**Do the eligibility requirements of the Principal Investigator (PI) also hold for Co-investigators?**

There are no restrictions on Co-investigators regarding their faculty appointment or years of experience other than it being at an institution in the state of Virginia, including medical schools and schools of Osteopathic Medicine.

**Can Co-investigators or collaborators be outside of the state of Virginia?**

Collaborative efforts are encouraged, however Co-investigators must have a primary appointment within of Virginia. Collaborators are not eligible to receive Jeffress Award funding. Collaborators may be situated outside of the state of Virginia. Jeffress Award funding is restricted to Virginia researchers and student researchers.

**May an application be submitted by two equal Co-Principal Investigators?**

No. The Jeffress Trust Awards are designated for one PI only. An application may include Co-investigators, but there cannot be two “co-applicants” or co-PIs. Biosketches of significant Co-investigators should be included in the submission.

**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 but we do not recognize Co-Principal Investigators.

**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.

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

Yes.

**If I receive a grant through the Jeffress Trust Awards Program in Interdisciplinary Research will it be possible to apply for a renewal?**

No, the awards given through the Jeffress Trust Awards Program in Interdisciplinary Research are not subject to renewal.

**Whom do I contact within my institution for the selection of the four investigators?**

Each academic institution, School, College or free standing non-profit research facility conducts their internal review process differently so check with your Office of Sponsored Research or similar department on how the internal competition will be handled.

**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.

**I am a current Jeffress Memorial Trust Award Recipient. May I apply for a second Award through this new mechanism? And can I concurrently apply to renew my current Award?**

You may not hold concurrent awards from the Jeffress Trust. However, as long as the funding from a previous award has ended prior to the start of 2016 *Jeffress Trust Awards Program in Interdisciplinary Research* funding, you may apply for the new award. Thus, you may apply for either a renewal of your current Award or for one from a 2016 *Jeffress Trust Awards Program in Interdisciplinary Research*, but not both. You may only submit one application per year to the Jeffress Trust.

**I received a Jeffress Trust Award in Interdisciplinary Research in a past cycle, may I apply for a second Award?**

If the previous award has ended prior to the start of 2016 Jeffress Trust Awards Program in Interdisciplinary Research funding, you may apply for a new award. All eligibility requirements apply to the new application.

**I am an awardee from the former Jeffress Memorial Trust Program, what is the policy on renewal applications?**

The Jeffress Memorial Trust will continue to consider grant renewals for original grants awarded between January 2009 and May 2012. Original grants awarded prior to January 2009 will not be considered. Because The Medical Foundation Division does not oversee the former Jeffress Memorial Trust awards, **all questions regarding renewal applications should be directed to Sarah Kay at [sarah.kay@ustrust.com](mailto:sarah.kay@ustrust.com).**

Grants will now only be reviewed once a year and eligible applications are due on or before **September 1<sup>st</sup>**. Renewal awards for the former program will only be considered upon the admission and completion of all requirements as communicated in the original grant contract. After September 2016 the Thomas F. and Kate Miller Jeffress Memorial Trust will be dedicating all resources to the *Jeffress Trust Awards Program in Interdisciplinary Research*.

*\*Note:* The new Jeffress Awards Program in Interdisciplinary Research funds one-year pilot studies and does not offer award renewals.

<b>Application Instructions</b>
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**Where do I find my Institution’s Tax ID?**

Contact your Office of Sponsored Programs for this number.

**Given the one year funding length from June 30, 2016-June 29, 2017, can this money fund undergraduate students working during the following summer in 2017?**

Yes, it is possible to fund undergraduate student research for the summer of 2017. You may delay the start of the grant up to 3 months, so that the grant would cover September 30, 2016 – September 29, 2017. Alternatively, you may take advantage of a generous 9 month no-cost extension period we have put into place, which allows flexibility to spread out the budgeting of research and student stipend awards.

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

Although Jeffress applicants must be full-time faculty, the Program does not require that a specific percentage of time be allocated to the project. Although salaries must be in proportion to the percent effort on the research 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.”

**Shall I include the Biosketch of a collaborator?**

A collaborator that minimally contributes to the scientific development of the project but contributes significantly to the project, generally due to technical, equipment or reagent use, should include a brief letter of collaboration and describe the particular expertise that s/he is

bringing to the project. Biosketches of collaborators may be provided to document relevant expertise.

**To whom should letters of recommendation be addressed?**

They should be addressed to the “Jeffress Trust 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 with your submission (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 standard sections 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.

**Do I need to include pilot data?**

It is fine to include pilot data if you have it, but it is not a requirement.

**May I include appendices with the Proposal? I am utilizing subjects from another grant and it would be relevant to include information on that study as well.**

No. Additional materials will not be accepted. Data from your other studies must be contained within the 10-page research proposal section.

**May I include a cover letter in the uploaded PDF?**

No, the first page of the PDF must be the Face Sheet. Do not include a cover letter.

<b>Online Submissions</b>
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**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.

**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.

## Additional Questions

For answers to any issues not covered in the program guidelines or the FAQs, please contact Jeanne Brown at The Medical Foundation division, [Jbrown@hria.org](mailto:Jbrown@hria.org) or 617-279-2240, ext. 709.

### **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](http://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.