

Edward N. & Della L. Thome Memorial Foundation  
Awards Program in Age-Related Macular Degeneration Research  
Bank of America, N.A. Trustee

*Frequently Asked Questions*

*updated April 2018*

<b>Eligibility</b>
--------------------

**How many applications may be submitted from one institution?**

There are no institutional limitations on the number of applications.

**Does the applicant have to be nominated by his/her institution?**

No.

**Is a full faculty appointment necessary or is a Visiting Professorship or Adjunct Faculty Position sufficient?**

The faculty appointment must be at an institution in the United States at the time of application. A Visiting or Adjunct Faculty Position is acceptable at an institution in the United States as long as this appointment is in place at the time of application and will be retained throughout the entire award period. Please confirm the duration of the appointment within the application along with official documentation from the sponsoring department or institution.

**May I hold a faculty appointment outside the United States?**

An investigator must hold a faculty appointment at a nonprofit academic, medical, or research institution within the United States in order to qualify. If your primary institution is not in the United States, you would not be eligible to apply.

**Is the position of "Research Scientist" acceptable rather than an academic faculty appointment?**

As long as your institution considers that your faculty position is academically independent and you have your own lab space, you are eligible for this Program.

**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.

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

No. The Edward N. & Della L. Thome Memorial Foundation Awards are designated for one PI only. An application may include collaborators, but there cannot be two co-applicants or co-PIs.

**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.

**Edward N. & Della L. Thome Memorial Foundation  
Awards Program in Age-Related Macular Degeneration Research  
Bank of America, N.A. Trustee**

*Frequently Asked Questions*

*updated April 2018*

**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.

**How strict are the guidelines with respect to a specific focus on age-related macular degeneration research?**

The purpose of the Awards Program is to support translational research that will lead to improved therapies for individuals suffering from AMD. Eligibility is not limited to those investigators currently working in age-related macular degeneration research; scientists who have conducted research exploring the biologic causes of related disorders and/or similar translational research programs are encouraged to apply. Clinical studies and medication trials are outside the scope of this program.

**Does the Foundation consider graduate student tuition & fees as fringe benefits?**

Tuition and fees can be covered by the Thome grant up to the percent time that the student is spending on the Thome research project. For example, if all of the student's time that is devoted to research involves the Thome project, then 100% of his/her tuition may be covered by this grant. We do not define these as "fringe benefits" but rather a cost for project personnel.

<b>Initial Proposal Application</b>
-------------------------------------

**Do I have to use the one inch margin format for the entire PDF document?**

The one inch margin applies only to the two-page Initial Proposal. The Biosketch does not need one inch margin all around.

**May I include my Co-Investigator's biosketch in the PDF document?**

Yes.

**How will I be notified with the results of the Initial Proposal Review?**

Initial Proposal Review results will be emailed to applicants.

**When is the Full Proposal Deadline?**

The Full Proposal will be due in August. Please review the Guidelines for a specific date.

**Edward N. & Della L. Thome Memorial Foundation  
Awards Program in Age-Related Macular Degeneration Research  
Bank of America, N.A. Trustee**

*Frequently Asked Questions*

*updated April 2018*

**What is included in the Full Proposal Application?**

The Full Proposal Application includes the Online Application, Application Face Sheet, Project and Non-Technical Summary, ten-page Research Proposal, Applicant Biosketch, Co-Investigator Biosketch(es) (if applicable), Budget and Justification Forms, Department or Division Head Letter, and Letter(s) of Collaboration (if applicable).

<b>Full Proposal Application</b>
----------------------------------

**May I apply to the Full Proposal without submitting an Initial Proposal?**

No. Only applicants who applied to the Initial Proposal stage and were invited to submit Full Proposals may do so.

**Who is considered the “Authorized Institutional Representative” when signing that portion of the Application Face Sheet?**

This would be someone from the Office of Sponsored Programs (or similar entity) or other Officer responsible for research oversight within the institution. The Department Chair or other administrator within the applicant’s department may NOT sign the Face Sheet.

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

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

**To whom should the letter of recommendation be addressed?**

It should be addressed to the “Edward N. & Della L. Thome Memorial Foundation Awards Program 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 application deadline.

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

Please prepare your proposal using these headings.

**May I include appendices with the Full 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. You may certainly report on the data from your other studies but all materials must be contained within the 10-page research proposal section.

**Edward N. & Della L. Thome Memorial Foundation  
Awards Program in Age-Related Macular Degeneration Research  
Bank of America, N.A. Trustee**

*Frequently Asked Questions*

*updated April 2018*

**Should I include the Biosketch(es) of collaborator(s) in the Application?**

Yes. Please include these and a brief description of each investigators' role as part of the document upload.

**I am considering submitting one of several possible projects. May I speak with someone for advice and guidance?**

Please submit the proposal that you believe has the greatest likelihood of contributing to novel translational research that will lead to improved therapies for individuals suffering from AMD.

**Online Submissions**

**I have started and saved an application but when I log in, I can only get to a new application.**

There is a separate log-in for returning users. Instead of using the link for, "Begin a NEW application," click the link to "Go to your Account Page to 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.

**Do I have to combine my proposal into one PDF file?**

Yes, all elements outlined in the Guidelines as part of the PDF upload must be converted into PDF's first, then combined together in the order outlined in the Table of Contents. Please add page numbers after the combined PDF is created.

**Do I also mail a paper version of the PDF upload?**

No.

**Additional Questions**

For answers to any issues not covered in the Guidelines or the FAQs, please contact:

Lindsey Phelan, Grants Officer  
The Medical Foundation at Health Resources in Action  
[LPhelan@hria.org](mailto:LPhelan@hria.org)