

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

Frequently Asked Questions – Full Proposal

updated July 2020

General Questions

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

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

If I was not invited to the Full Proposal stage, may I reapply?

Yes. The grant cycle for the Thome AMD program runs every two years. The next cycle is expected to launch in spring 2022. Please go to our website for the latest information:
www.tmfgrants.org/ThomeAMD

If I am invited and apply for a Full Proposal and do not receive an Award, may I apply in future years?

Yes.

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.

If I am offered the Award but cannot accept it, can 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.

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.

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Full Proposal Application and Research Proposal
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What is the Full Proposal?

Applicants selected from the review of Initial Proposals were invited to submit Full Proposals. The Full Proposal includes an Online Application, Application Face Sheet, Project Summary, ten-page Research Proposal, Applicant Biosketch, Co-Investigator Biosketch (if applicable), Budget and Justification Forms, Department or Division Head Letter, and Letter(s) of Collaboration (if applicable).

Should I include the Biosketch(es) of Co-Investigator(s) in the Application?

Yes.

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.

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 “Thome AMD Review Committee.”

My Department Chair will not be able to submit his or her letter to me by the deadline. Can this letter be sent later on?

No. All materials must be submitted by the application deadline and included in the one document upload.

Are there formatting rules for the Research Proposal?

Yes – please refer to the Full Proposal Guidelines for specific instructions.

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

Please prepare your proposal using these headings and in the order listed in the Guidelines.

Should the references be placed after the Research Proposal?

Yes, please add any references cited after the research proposal. The references do not count toward the ten-page maximum.

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Full Proposal Application Forms

What are the Application Forms?

The Application Forms are templates that should be used for the PDF upload to the Online Application. The Application Forms include the Face Sheet, Table of Contents and Project Summary. Please download the Application Forms from www.tmfgrants.org/ThomeAMD.

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.

Full Proposal Budget

Do you have a template for the Budget & Justification?

Yes – please use the Excel template provided here: www.tmfgrants.org/ThomeAMD.

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.

Are Indirect Costs allowed to be included in the budget?

No – indirect costs (overhead) are not allowed on this grant. However, personnel, fringe, supplies, and equipment are all allowable costs. Please use the Budget template mentioned above for the application.

Should the NIH salary cap be used?

Yes – please use the latest NIH salary cap to prepare your budget.

Online Submissions

How do I access the Online Application?

Invitees to the Full Proposal stage received specific emails with instructions on how to access the Online Application.

What will be asked in the Online Application?

Applicants are required to review the Applicant Data and Research Project Information that carried over from the Initial stage. In addition, applicants must upload a PDF version of their

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Research Proposal to the online form. Further instructions are outlined in the Full Proposal Guidelines.

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 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:

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