

The Hilda and Preston Davis Foundation Awards Program for Eating Disorders Research



<p><u>Full Proposal Guidelines for JUNIOR FACULTY INVESTIGATORS</u></p>	<p><u>Full Proposal Online Application Deadline:</u> Friday, February 16, 2018 12:00 Noon, U.S. EDT</p>
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The Davis Foundation Awards Program for Eating Disorders Research is a two-step proposal process. After the Initial Proposal phase, selected applicants are invited to submit a Full Proposal.

The Full Proposal process requires an online submission. The Full Proposal consists of an Online Application, Application Face Sheet (with signatures), Project and Non-Technical Summaries, 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).

Notification to Applicants

Applicants will be notified of the final funding decisions in April 2018.

PROGRAM OVERVIEW

Established in 2009, the Hilda and Preston Davis Foundation was created to "...to advance the development of all areas of the lives of children and young adults...with special emphasis...on those suffering from eating disorders." The primary goal of The Hilda and Preston Davis Foundation Awards Program for Eating Disorders Research is to support innovative, clinically relevant research that seeks to understand the underlying biology of eating disorders, including anorexia nervosa and bulimia nervosa, leading to improved patient care. To meet this goal, the Program provides vital support to Junior Faculty Investigators and Senior Postdoctoral Fellows working in non-profit academic, medical and research institutions in the United States to build a strong workforce dedicated to the etiology of eating disorders, its associated pathologies, and to drive therapeutic and treatment development. Applicants at the Senior Postdoc level should refer to the Guidelines for Senior Postdoctoral Fellows.

AWARD OVERVIEW

The new Davis Foundation Awards Program for Eating Disorders Research is designed to distribute up to two (2) Junior Faculty Awards annually beginning with the 2018 grant cycle. The funding level of the two-year Junior Faculty Award will be \$200,000 USD (\$100,000 per year, inclusive of 5% indirect costs). Funding is anticipated to begin May 1, 2018 – April 30, 2020.

RESEARCH FOCUS AND CLINICAL RELEVANCE

In keeping with the Foundation's mission, the Program supports all areas of basic and translational research in eating disorders. Obesity research is outside the scope of this program. Proposals are encouraged that address current roadblocks to progress in the eating disorder field and include, but are not limited to, the interrogation of the genetics and associated molecular pathways that are specifically relevant to eating disorder pathology, the development of clinically-relevant mammalian animal models and systems biology approaches that address disease complexity and heterogeneity. Animal model research should be limited to mammals and exploratory clinical trials may be considered.

To advance our understanding of the underlying biology of eating disorders while maintaining relevance to human pathobiology and treatment, proposals will be required to provide support documentation taking the clinical perspective of the proposal into consideration. For example, such documentation will support the relevance of preclinical animal models to the human disease and assessing the appropriateness of proposed neural circuitry or cell-based studies for addressing disease-related questions. These recommended changes in the Program are designed keep the relevance of proposed projects sharply focused on eating disorders.

PROGRAM ADMINISTRATION

The Hilda and Preston Davis Foundation works with The Medical Foundation at Health Resources in Action (HRiA), to select the most qualified applicants and awardees. HRiA is a nonprofit organization in Boston that advances public health and medical research. The Medical Foundation supports both gender and ethnic diversity across all of its grant programs.

ELIGIBILITY REQUIREMENTS for JUNIOR FACULTY

Junior Faculty must meet the following eligibility requirements by the Funding Start Date:

1. Hold a Ph.D., M.D., or comparable degree and work at a non-profit academic, medical or research institutions in the United States;
2. Applicants must have a full-time independent faculty appointment and their first faculty appointment must have been received no more than five (5) years prior to the award's funding start date. The first independent faculty appointment is the first faculty appointment after completing either postdoctoral fellowship training (for PhDs) or an ACGME-certified subspecialty training program, or equivalent (for MDs and MD, PhDs);
3. Must be independent and have institutional commitment, confirmed through a letter from the Department or Division Chair (see below);
4. Research must have clinical perspective, confirmed through a Letter of Support for the project from a clinician with proven experience and qualifications for treating eating disorders (see below);
5. Must have less than \$500k total federal or non-federal funding in direct costs at the time of funding (see below);
6. There are no institutional limitations on the number of applicants who may submit applications;
7. United States citizenship is not required; visa documentation is not required.

DEPARTMENT OR DIVISION CHAIR'S LETTER

Letter must confirm:

- The Junior Faculty Applicant is independent as demonstrated by having their own laboratory space, start-up package, and documentation of institutional commitment.

- Although it is expected that a national search will have been conducted for this position, candidates may have been promoted within their current institutions. If the Applicant was promoted internally, the Chair must clarify why a national search was not conducted.
- How the institution will contribute to the Applicant's research and career.
- See additional detail in the Instructions for Application Submission.

CLINICIAN'S LETTER OF SUPPORT or COLLABORATION

A letter of collaboration or support is required from a qualified clinician and/or clinical advisor that is experienced in the treatment of eating disorders must accompany the application in support of the clinical relevance of the project to eating disorders and their treatment. The letter should also indicate the recommender's relevant clinical background and expertise or experience in treating eating disorders.

- A letter of collaboration or support is required from a qualified clinician and/or clinical advisor experienced in the treatment of eating disorder.
- The letter must outline the clinician's support of the project and its clinical relevance to eating disorders and their treatment.
- See additional detail in the Instructions for Application Submission.

CLOSED, CURRENT, PENDING, AND POST-AWARD FUNDING

Applicants are **ineligible**:

- If, at the time of application, they have combined federal and non-federal funding totaling \$500,000 or more in direct costs in either of the first year of the two-year Award. This figure refers to external funding only and not an Applicant's start-up package, other intramural support or the Davis Foundation Award.
- If they were previously or are currently a Principal Investigator or Co-P.I. on a Pioneer Award, New Innovator Award or similar large awards from federal agencies or national foundations.
- If Applicants are **notified on or prior to March 1, 2018** that they have been successful in securing federal or non-federal grant support which, when combined with other support, totals \$500,000 or more in direct costs, applications to the Program will **be ineligible** for review.

Applicants are **eligible**:

- If they have pending R01s or other large applications to the NIH and other agencies **are eligible** to submit proposals for this Davis Foundation Award.
- If Applicants are notified of funding **after** March 1, 2018, this will not impact eligibility for a Davis Foundation Award. **However, it is the responsibility of all applicants to contact The Medical Foundation as soon as any new funding is received.**

SELECTION CRITERIA for JUNIOR FACULTY

The Scientific Review Committee uses the following criteria to evaluate proposals:

- **Applicant's** demonstrated competency and potential for an independent research career that will contribute to the investigation of eating disorders;
- Letter confirming Independence and Institutional Commitment from Department or Division Chair;

- Letter(s) of Project Support from a clinician or clinical advisor with proven experience and qualifications for treating eating disorders, that supports the clinical relevance of the proposed work specific to eating disorders and their treatment;
- Strength of publications and/or experience relevant to the field of study;
- **Research Proposal:**
 - Hypothesis and Research Aims that are clearly stated, based on sound precedents, and supported by relevant literature and preliminary data (if applicable).
 - Objectives that are well thought out, realistic, and technically feasible.
 - Research methodology, data collection, and data analyses that are realistic and appropriate to the proposal's aims.
 - Quality and originality of the research project.
 - Qualifications of the applicant and relevant prior research experience.

RELATED DOCUMENTS

Download and review the following items: hria.org/tmf/DavisJunior

- **Terms of the Award** - information on use of the grant funds, payment schedule, reporting schedule and other Award Recipient and Institutional requirements.
- **Frequently Asked Questions**
- **Application Forms**
- **Budget Template**

Continue to the following page for Application Submission Instructions

INSTRUCTIONS FOR APPLICATION SUBMISSION

Full Proposal
Online Application Deadline:
Friday, February 16th, 2018
12:00 Noon, U.S. EDT

***NOTE:** Invited applicants to the Full Proposal received an email with a link to access the online application. Please contact CMancusi@hria.org if you have misplaced this email.*

SECTION I: Online Submission:

Please **review and update** any of the following sections for the second online submission:

- Applicant Data: Institutional information, Applicant contact and educational background
- Research Project: Project Title, Keywords, Project Summary, Non-Technical Summary

The following section **must be uploaded** to the online application form:

- Attachment: A PDF document must be uploaded. See instructions below.

Attachment Instructions for PDF: The documents listed below must be combined and converted into **ONE PDF** file for upload to the Online Application. Name this document LastName, FirstName.pdf (for example: Smith, Jane.pdf).

Application Forms and a Budget Spreadsheet are required for the uploaded PDF document. They are downloadable here: hria.org/tmf/DavisJunior

1. Application Face Sheet: The Face Sheet is the first template provided in the Application Forms. It must be completed and signed by the Applicant and the Office of Sponsored Programs or the Institutional Officer administratively responsible for the oversight of the project.

The signature of the Applicant on the Face Sheet will confirm their responsibility for obtaining any required human subjects (IRB), animal use (IACUC), or institutional equivalent approvals. In addition, the Institutional Officer's signature will confirm that all eligibility requirements have been met. Endorsement by the Institutional Officer confirms that the Institution will commit to appropriate oversight if the project is funded.

The address for the Institutional Officer to receive funds should be the Lockbox or mailing address of where the award payment checks should be sent.

Once all signatures have been obtained, scan the Face Sheet and use as page 1 of the PDF.

2. Table of Contents: Follow the order of the Table of Contents provided in the Application Forms and fill in the page numbers for each section.

3. **Project Summary** (*maximum of 300 words*): Please copy the Project Summary from the Online Application into the Application Form template. The 300-word summary must include the project's broad, long-term objectives and specific aims.

4. **Research Proposal** (*maximum of ten pages, not including references cited*): Outline succinctly the nature of your proposed project and its relevance.

Within the page limit, include these sections:

- 1) Background and Significance;
- 2) Specific Aims;
- 3) Preliminary data (if available);
- 4) Research design, experimental methods and analytical plan;
- 5) Research limitations and contingencies;
- 6) Projected Timeline of proposed research project

Proposal Format:

- Include at the top of each page the Principal Investigator's full name, degree(s) and Institution.
- Arial size 11 font must be used in the text of the research proposal section.
- Any figures, graphs, tables or pictures must be included within the ten pages. For these visuals, the minimum is an 8 point-font size.
- Use single spacing within paragraphs, double spacing between paragraphs. Margins on all 4 sides must be at least ½ inch wide.
- Appendices are not permitted, however References Cited should be added to the Proposal (*not included in the 10 page count*)

5. **Budget, Summary, and Justification**: Complete the three tabs in the Excel spreadsheet template (downloadable here hria.org/tmf/DavisJunior). Total support from the Davis Foundation is \$200,000 (\$100,000 each year for the two-year award).

6. **Biographical Sketch of Principal Investigator** (*maximum of five pages*): The most current NIH Biographical Sketch Form must be used.

If applicable, Co-Investigator Biographical Sketch(es) should be included.

7. **Department or Division Chair's Letter** (*forwarded to the Applicant for upload*): This letter must address the applicant's qualifications to conduct the proposed research independently as well as note the space and equipment available for the completion of the project. If the applicant is Chair of his/her department, a letter of recommendation from the Dean should be submitted.

8. **Letter(s) of Collaboration** (*if applicable*): When applicable, letters confirming the availability of resources outside the Applicant's institution or letters confirming any significant collaboration may be included (forwarded to the Applicant for upload). These are not additional letters of recommendation.

Important! Out of fairness to applicants who adhere to the guidelines, applications that do not conform to the stated application procedures or that contain more than the specified number of pages or letters will be rejected. Applications that are not properly organized will be rejected.

Contact Information:

Charlene Mancusi, Grants Officer
The Medical Foundation at HRiA
95 Berkeley Street, Suite 202
Boston, MA 02116
Tel: 617-279-2230
Email: CMancusi@hria.org