

**Smith Family Foundation: Odyssey Award  
Frequently Asked Questions, 2020 Grant Cycle**

**Program**

**Is the Smith Family Foundation: Odyssey Award the same program as the Smith Family Awards Program for Excellence in Biomedical Research?**

No, the Smith Family Foundation: Odyssey Award is a separate grant program and will not replace the Smith Family Awards Program for Excellence in Biomedical Research.

**Will you continue to offer the Smith Family Awards Program for Excellence in Biomedical Research funding opportunity?**

Yes. Please see the Smith Family Awards Program for Excellence in Biomedical Research website at <https://hria.org/tmf/Smith/>.

**Eligibility**

**Are awardees of the Smith Family Awards Program for Excellence in Biomedical Research eligible to apply for the Smith Family Foundation: Odyssey Award?**

Yes, awardees of the Smith Family Awards Program for Excellence in Biomedical Research are eligible to apply for the Smith Family Foundation: Odyssey Award.

**Does it matter whether the first independent faculty appointment is Instructor or Assistant professor or are both acceptable? Is an instructor appointment considered an 'independent' faculty position?**

The window is 4-9 years in a tenure track assistant professor - or equivalent, position. An assistant professor position would be considered independent, but an instructor position may or may not be. Because each institution views the "Instructor" title differently, the applicant's Department Chair must clearly confirm and document when the Applicant became independent with committed institutional support. Typically, this includes designated laboratory and office space, core facility and staff support, size of start-up package, and access to graduate students and postdoctoral fellows, including those on training grant support.

**Regarding the \$750,000 limit on direct costs from federal and non-federal sources, I have two private sector awards at \$400,000 each. Would this preclude me from applying?**

If the direct costs for your private sector awards added to your other federal and non-federal support is less than \$750,000 in either of the first two years (7/1/20 - 6/30/21 or 7/1/21 - 6/30/22) of the Smith Odyssey Award, you are eligible to apply.

Applicants are ineligible if, at the time of application, they have combined federal and non-federal funding totaling \$750,000 or more in direct costs in either of the first two years (7/1/20 - 6/30/21 or 7/1/21 - 6/30/22) of the two-year Smith Odyssey Award. This figure refers to external funding only and not an Applicant's start-up package, other intramural support, or the Smith Family Awards Program for Excellence in Biomedical Research.

**If I have \$750,000 or more in direct costs during the first year of the Smith Odyssey Award and nothing in the second year, will I still be eligible?**

No, you are not eligible.

**If an investigator has a 5-yr R01 that gives \$250,000 per year does that count toward the \$750,000 as \$250,000, \$500,000 (two years combined) or \$1.25 million?**

The \$750,000 cap is per year so this would count as \$250,000.

#### **Proposal Requirements**

**Do you need biosketches included for Co-investigators on the project (those who will be receiving salary support)? Should these be uploaded in Section "G" after my biosketch?**

Yes and yes

**Are subcontracts are allowable?**

Yes. Please include a subcontract budget sheet and include the description of the relevant work and role on the project within the proposal.

**For the budget information, item E, should I include each page of the spreadsheet as an individual page in the combined PDF document?**

Yes, each page of the budget should be included in your final PDF. Please change the numbering in the table of contents to reflect all budget pages.

**For the applicant biosketch, instructions state to use the latest NIH biographical sketch form, to list all pending support, and to make sure that all active and pending support matches the support listed on the Other Funding Support form. However, per NIH guidelines the biosketch should not include pending support. Can you please advise if pending support should be listed on the biosketch for the Odyssey Award proposal?**

Please list pending in addition to current and completed, although this does deviate slightly from the NIH guidelines.

**Is it permissible to include graduate student tuition in my budget for the Smith Family Foundation Odyssey Award?**

If the graduate student has a significant role on the proposed project, tuition may be charged as a personnel expense.

**Do I need to mail a hard copy of my PDF proposal?**

No, please do not mail any hard copies.

**Are any signatures required on the Face Sheet for the Document Upload?**

Signatures are no longer required on the Face Sheet. The Institutional Certification of Application will now be completed electronically (see Application Guidelines, page 5, item 8). Please see the “Online Submissions” section below for information on the electronic process.

## **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, “Continue 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 complete the Institutional Certification of Application section? Do I need to transfer the application to my Authorized Institutional Representative?**

Please see pages 5-7 of the Application Guidelines for a complete list of steps.

**Where do I get an ORCID ID number?**

Please visit <https://orcid.org/> to register for an ORCID ID. You are not required to provide an ORCID ID to submit your Smith Odyssey application.

## Additional Questions

**My recommender is trying to log-in and upload his letter of recommendation. He keeps getting this error message: “Thank you for taking the time to respond to a request for recommendation. However, you cannot provide input at this time. Please contact the applicant if you have any questions.”**

This error message indicates that the recommender may be trying to use **the applicant’s** email address to log into the system, rather than his/her own where he/she received the email request from the applicant. For example, if the applicant used the online portal to send a letter request to Dr. John Smith at [john.smith@gmail.com](mailto:john.smith@gmail.com), then Dr. John Smith would need to log into the system using that **exact email address**: [john.smith@gmail.com](mailto:john.smith@gmail.com).

### **How do I combine and convert multiple documents into one PDF file?**

Directions for combining and converting all requested materials into ONE PDF document for upload: Please name this file: LastName, FirstName.pdf. For example, Jane Smith’s file would be named, Smith, Jane.pdf.

The following instructions apply to ADOBE Acrobat Version 9. For instructions on combining files in Adobe Acrobat versions 5, 6, 7 or 8, visit the following website:

<http://etd.byu.edu/creation/PDFs/Adobe%20Acrobat%20PDFs/UsingAdobeAcrobat.pdf>

If you have Word documents to include, you must first convert everything to PDF.

1. Open the PDF that serves as the basis of the combined file.
2. Choose Document > Insert Pages.
3. Select the file to insert.
4. In the Insert Pages dialog box, specify where to insert the document (before or after the first or last page, or a designated page). Click OK.
5. When you have added all the files to be converted and have the files in the desired sequence, choose Save As, and type a new name for the merged PDF. This file must be named, LastName, FirstName.pdf. For example, Jane Smith’s file would be named, Smith, Jane.pdf.