

Smith Family Foundation: Odyssey Award

A program of the Richard and Susan Smith Family Foundation

**\$300,000 Awards over two years (\$150,000 per year), inclusive of 5% overhead
Only two applications per institution will be accepted.**

Application Guidelines

Award Period: July 1, 2019 – June 30, 2021

Online Application Deadline: Monday, March 18, 2019 at 12:00 Noon, Eastern Time

Up to five \$300,000 two-year awards will be made to independent junior faculty in nonprofit academic, medical, and research institutions in Massachusetts as well as at Brown University and Yale University.

All applicants must be internally selected by their institutions. Any School or College within an academic institution in Massachusetts may each submit up to two applications. Each hospital or free-standing nonprofit biomedical research facility in Massachusetts may also submit two applications. Departments within a hospital or academic setting do not constitute a separate entity. Due to these limitations, the Application Face Sheet requires the signature of an Authorized Institutional Representative verifying that the selection has been made.

Two applications will also be accepted from Brown University and two applications from Yale University. These applications may be submitted from any academic department or school within Brown or Yale or one of their affiliated entities after going through these institutions' internal review process.

Research projects must be conducted at the site within the School/College or other entity that is submitting the application. Award funds will go to that entity. For example, if an applicant submits from Harvard Medical School, the research project must be conducted at Harvard Medical School and not at an affiliate location (such as Massachusetts General Hospital or Boston Children's Hospital).

The Medical Foundation fully supports ethnic and gender parity throughout its grants programs and applications from women scientists are particularly encouraged.

Program Overview and Mission

The Smith Family Foundation is committed to effecting permanent positive change in the lives of the residents of Greater Boston, particularly individuals and families in economically disadvantaged communities. In the area of health, the Foundation supports the advancement of biomedical research

and the expansion of access to high-quality health care at safety net institutions serving low-income individuals and communities of Greater Boston.

The new Smith Family Foundation Odyssey Award was created in 2017 to fuel creativity and innovation in junior investigators in the basic sciences. The Award supports the pursuit of high impact ideas to generate breakthroughs and drive new directions in biomedical research. The awards will fund high-risk, high-reward pilot projects solicited from our brightest junior faculty in the region.

Junior investigators that are beyond 4 years from their first independent faculty appointment and have not yet received tenure are eligible to apply for this award. There is also an upper eligibility limit at 9 years past their first independent faculty appointment. Those investigators with tenure, or who are beyond the 9 year limit, are ineligible to apply for this award.

The Smith Family Foundation Odyssey Award is managed by The Medical Foundation at Health Resources in Action (HRiA). HRiA is a nonprofit organization in Boston that advances public health and medical research.

Research Focus

The two-year Award supports established junior faculty engaged in basic biomedical research. Investigators in the physical sciences (physics, chemistry and engineering) whose projects focus on biomedical science are also encouraged to apply. Clinical research is beyond the scope of this Program.

In recognition of the importance of research collaboration within the scientific community, collaboration is an additional, but not required, positive ancillary factor. These projects may involve researchers within and/or outside the applicant's institution.

Eligibility Requirements

United States citizenship is not required.

Applications will be accepted from full-time, independent faculty at academic research institutions who have not yet achieved tenure or its equivalent by the funding start date of July 1, 2019. Furthermore, they must have received their first independent faculty appointment on or between July 1, 2010 and July 1, 2015.

For the purpose of this Award, 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).

If an Applicant has been on medical or family leave, or if research was interrupted for other reasons, this period of absence does not count towards eligibility. Please address any gaps in work history in the Personal Statement on the Biosketch. The Department or Division Chair's letter must also confirm the leave of absence as well as applicant eligibility.

Institutional commitment is important. In addition to addressing the Applicant's qualifications, the Department or Division Chair should explain how the institution will contribute and support the Applicant's proposed research.

Current, Pending and Post Award Funding

Concurrent Federal and Non-Federal Support

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. This figure refers to external funding only and not an Applicant's start-up package, other intramural support or the Smith Award.

Pending Federal and Non-Federal Support

Applicants who have pending R01s or other large applications to the NIH and other agencies are encouraged to submit proposals to the Smith Family Foundation.

Investigators are ineligible to receive this Award if they have secured a combined total of \$750,000 or more in direct costs from combined federal or non-federal grant sources, including any funds they receive notification of **securing on or prior to May 1, 2019**. Notification of funding **after May 1, 2019** will not impact eligibility for a Smith Family Award. **It is the responsibility of all applicants to contact LPhelan@hria.org as soon as any new funding is received.**

Award Selection Criteria

The Scientific Review Committee uses the following criteria to evaluate applications.

- Impact potential of the research for generating breakthroughs and driving new directions in biomedical research
- A clearly stated hypothesis, based on sound precedents, rationale and supported by relevant literature
- Preliminary data may be minimal
- Objectives that are technically feasible and personnel who are qualified to carry out the proposed research
- Applicant's potential to successfully carry out innovative research
- Institutional commitment to her/him

Up to an approximate 10% of submissions may be funded.

Notification to Applicants

The online application system will notify applicants once the upload is received. Final notification to Award Recipients will occur in June followed by an emailed Award Notification and Award Agreement. Unsuccessful applicants will also be notified at that time.

PLEASE NOTE: If the Applicant is unable to accept the Award, the Award will not be transferred to another investigator involved in the research project.

Acknowledgement of Support

The Award Recipient and Institution are encouraged to announce receipt of this Award entitled, the **Smith Family Foundation: Odyssey Award** and credit financial support to the **Richard and Susan Smith Family Foundation, Newton, MA.**

Publications

Publications or presentations resulting from research supported by this Award must also acknowledge support from the **Richard and Susan Smith Family Foundation, Newton, MA.**

Terms of the Award

Please download “Terms of the Award” from <https://hria.org/tmf/SmithOdyssey> for information regarding use of the Award funds, indirect costs, payment schedule, reporting schedule, and other Awardee and Institutional requirements.

A listing of **Frequently Asked Questions** may also be found at this site.

Application Instructions

ONLINE APPLICATION DEADLINE

March 18, 2019 (12:00 Noon, U.S. Eastern Time)

Before beginning the online submission, **download and save the “Application Forms” which can be found at <https://hria.org/tmf/SmithOdyssey>.**

Use one of the following links to begin or continue the application process:

Start a New Application: https://www.GrantRequest.com/SID_738?SA=SNA&FID=35145

Continue a Saved Application: https://www.GrantRequest.com/SID_738?SA=AM

The following sections must be completed for the online submission:

1. **Institution’s Tax ID Number**
2. **Eligibility Quiz**
3. **Application Data:** Institution where proposed research will be conducted; applicant’s contact information and educational background
4. **Research Project Information:** Project title, key words, scientific and non-technical project summaries
5. **Certification:** Applicant’s initials to confirm accuracy of submitted information
6. **Research Classification***
7. **Research Area***
8. **Institutional Contact Information:** The following process will replace the need for signatures on the Face Sheet.


Applicant Steps

- Enter Department or Division Chair information
- Transfer this page to the Authorized Institutional Representative for completion
 - i. To transfer the page, click “Save and Finish Later” at the bottom of the screen, which will return you to your Application status page
 - ii. From there, you must click the button indicated in the example photo below:

Applications

Show In Progress Applications ▼

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Smith Family Awards Program for Excellence in Biomedical Research	fdasf	300,000	59075	5/24/2018	Owner	   

- Enter the name and email address of the Authorized Institutional Representative, and click “Transfer” to send the email request

Authorized Institutional Representative Steps




- i. Upon receipt of the system email, click the link, and create an account to log in or log in with existing credentials
- ii. From the Application status page, click on the red check mark to accept the transfer (see example photo below)

Applications

Show In Progress Applications ▼

Hide Viewer Only Applications

Accept All Transfers
 Decline All Transfers

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Smith Family Awards Program for Excellence in Biomedical Research	fdasf	300,000	59075	5/24/2018	Viewer (Pending Transfer)	  

- iii. Click “yes” when prompted, then select the appropriate Application Name. You will be transferred to the Institutional Contact Information page to complete your section. You should also complete the section titled “Institutional Officer to Receive Funds”.
- iv. Select “Save and Finish Later” to return to the Applicant status page
- v. Click the transfer of ownership button (first example photo above)

- vi. Enter the applicant's name and email address to transfer the application back to the applicant

Applicant Steps

- i. Upon receipt of the system email, click the link, and log in with existing credentials
- ii. Click on the red check mark to accept the transfer (see second example photo above)
- iii. Click "yes" when prompted, then select the appropriate Application Name to resume your application.

Please note: The statements contained in the application must be certified by the Applicant as well as by the Institutional Contact administratively responsible for the conduct of the project. The certification by the Institutional Contact on the application will confirm that the proposal has been reviewed and has been approved for submission to the Program. Further, the Applicant's certification will confirm responsibility for obtaining animal use, human subjects and/or other required institutional approvals.

9. **Letters of Recommendation:** Follow the online instructions, as well as page 9 of this document, for obtaining your confidential letters of recommendation
10. **Attachment (Document Upload):** The following documents and forms listed in items A-I must be combined and converted into ONE PDF file, in the order noted, for upload. This document must be named LastName, FirstName.pdf (for example, Doe, Jane.pdf). Make sure all pages are numbered sequentially starting with the Face Sheet as page 1.

**Research Classification and Research Area are used for administrative tracking purposes only and not included in the scientific review.*

PDF Document Upload:

- A. **Application Face Sheet (Template A):** The Application Face Sheet must be completed (type all information). The Face Sheet is page 1 of the Upload.
- B. **Table of Contents (Template B):** Follow the template and **number ALL pages consecutively**. The Table of Contents is page 2.
- C. **Research Project Summary (Template C):** Complete this form according to the instructions at the top of that page. This summary will be posted on our website if the project is funded (*maximum of 350 words*).
- D. **Description of Novel Research Direction (Template D):** Complete this form according to the instructions at the top of that page (*maximum of 200 words*).

E. Budget (Years 1-2), Summary, and Justification (Template E): Complete this form for the two years of the project. Indirect costs (institutional overhead) may not exceed 5% of direct costs or \$7,143 per year. Total support from the Smith Family Foundation, including overhead, is \$150,000 per year for two years.

F. Research Proposal: A maximum of 5 pages is permitted, **not inclusive of a bibliography of references**. Proposal sections include Specific Aims, Background and Significance, Preliminary Data (*if available*), Research Design and Methods, Potential Limitations, Project Timeline.

Include all figures, graphs, tables and images related to the project within the 5 pages. For any projects involving collaboration, please include a brief description of these efforts within the 5 pages.

Format this section with **Arial 11** as the font and size. Use single or double line spacing within paragraphs, double line spacing between paragraphs, and one inch or larger margins on all four sides. Figures, legends and tables may use a font size of 8. Include the Applicant's name at the top of each page.

G. Applicant Biosketch: Use the latest NIH Biographical Sketch form and include all pending support (<https://grants.nih.gov/grants/forms/biosketch.htm>). Make sure that all active and pending support matches the support listed on the "Other Funding Support" form (Template H) included with the Application Guidelines.

H. Other Funding Support (Template H): If the grant is pending, include the date of notification. Do not include a start-up package or other intramural support. Clearly describe any scientific or budgetary overlap with the proposed Smith Odyssey project and outline a plan to avoid duplication of funding.

I. Letters of Collaboration(s): Collaboration letters must be forwarded to the Applicant for inclusion in the document upload. Applicants are required to submit letters confirming the availability of resources outside their institutions, and a letter confirming any significant collaborative relationship, either within or outside the Applicant's institution. These are brief letters (up to one page) addressing the collaboration. These letters are included in the PDF upload because they do not need to be kept confidential.

Direct any questions to: Lindsey Phelan, Grants Officer, LPhelan@hria.org

*Letters of Recommendation Upload

TWO confidential letters are required which must be submitted through the online system. They must be from 1) your Department Chair and 2) a Recommender of your choice.

The Applicant must send an email request via the online system and each Recommender must use the website link provided in the email to upload their letter of recommendation. It is critical that you contact your Recommenders early on in the application process to allow them sufficient time to prepare and upload their letters.

Instructions for Sending an Email Request to each Recommender:

- On the “Recommenders” page, input the names and emails of the two or three Recommenders.
- Check the “Send Email” box for the specific individual you are contacting. (**Note:** the form default is to have all of the “Send Email” boxes checked so make sure you uncheck the others until you are ready to draft that person’s message).
- Click on the “Send” button.
- This will bring you to the “Notify Selected Recommenders” page. Here, you will customize the subject line and email message for each individual contact.
- Draft your email.
- Click on the “Send” button again. This will send the email to your selected Recommender. Included in the sent email is an automatically generated link that will allow him/her to upload their confidential letter.
- After sending your email, you will be redirected back to the “Recommenders” page.

IMPORTANT: It is the Applicant’s responsibility to monitor the status of the online recommendations prior to the application deadline. Applicants will not be able to complete the application process if the letters are not submitted. Late submissions will be rejected.

Additional Information:

- Notify your Recommenders to expect the email request from you. If they do not receive the email(s) within the same day as the request, they should check their Junk Mail folders.
- The Recommenders must use the link provided in the email request and log-in with the email address that the email was sent to.
- The letter of support must be in PDF format on institutional letterhead. Letters must not be password-protected.
- When the Recommenders submit their letters, they will become part of your application. You may log into your My Account page (https://www.grantrequest.com/SID_738/?SA=AM) to view the status of these letters. The files will appear on this page but you will not be able to open or read them.
- If any Recommender is unable to find the email with the link or if you want to change the Recommender, use the My Account page to access your application, remove that request and restart the process.
- Paper copies of the letters of recommendation will not be accepted.

*These letters should not be included in your PDF document upload.