DORIS DUKE CHARITABLE FOUNDATION (DDCF)
2019 REQUEST FOR APPLICATIONS
CLINICAL SCIENTIST DEVELOPMENT AWARD

GRANT OPPORTUNITY

Approximately 17 grants of up to $495,000 each over 3 years ($150,000 direct cost and $15,000 indirect costs per year) will be awarded to early-career physician-scientists (MD, MD/PhD, DO or foreign equivalent degree) at the Assistant Professor rank working at US degree granting institutions to support clinical research that will enable their transition to independent research funding.

KEY DATES

- Pre-proposal applications due: November 28, 2018, 3 pm ET
- Invitation to submit a full proposal: By 5 pm ET on January 25, 2019
- Full proposal due: March 22, 2019, 3 pm ET
- Notice of Award: End of May, 2019
- Award Start Date: July 1, 2019

PROGRAM DESCRIPTION

Physician scientists pursuing research careers face challenges that are particular to their dual roles as researchers and health care providers. The purpose of the Doris Duke Clinical Scientist Development Award (CSDA) is to provide support to physician scientists at the Assistant Professor rank to: 1) conduct an outstanding clinical research project, 2) enable research time protection to ease the tension between research and clinical responsibilities, and 3) facilitate development of strong mentorship relations. Ultimately, the CSDA program aims to enable physician-scientists’ achievement of independent and successful research careers.

AWARD INFORMATION

The 2019 Clinical Scientist Development Award consists of $150,000 annual direct costs plus $15,000 (10%) annual indirect costs for three years. The award project period is July 1, 2019 - June 30, 2022. DDCF expects to fund approximately 17 applications in 2019. The priority of the CSDA program is to fund outstanding individuals with promise for outstanding clinical research careers, whose projects will address highly significant research questions and lead to career advancement. DDCF does not have funding priorities based on disease area or research type.

ELIGIBILITY CRITERIA

The CSDA is a highly competitive award with a success rate of 9% for the 2018 competition. Competitive applicants are expected to have research experience and productivity consistent with the rank of Assistant Professor. To be eligible for this award, applicants must:

- Have received an MD, DO, or foreign equivalent degree from an accredited institution.
• Have a valid, active US medical license at the time of application, but do not have to be US citizens.

• Work at a US academic institution that grants doctoral degrees and is able to receive an award as an organization with 501(c)(3) Internal Revenue Service status. Please see the information on page 3 and consult with your institutional grants office.

• Have a full-time, faculty appointment as Assistant Professor at a US academic institution that grants doctoral degrees. Adjunct, affiliated, temporary, part-time or acting faculty positions are not eligible for this competition. Applicants that become Associate Professor on or before the award start date of July 1, 2019 will not be eligible for the award. Applicants from Harvard Medical School should check our FAQs to determine eligibility of their faculty appointment.

• Have been appointed to their first full-time assistant professor faculty position between December 1, 2014 and December 1, 2017 (i.e., have been at the appointment no more than 4 years but at least 1 year). Exceptions to the four-year requirement will be considered on a case-by-case basis for individuals who do not meet this criterion because of extraordinary situations. Check our FAQs for examples of situations for which DDCF may make an exception. DDCF approval of exemptions must be obtained prior to submitting a pre-proposal. Exemption requests must be made by October 26, 2018. Exemptions are not granted for applicants with less than one year at their academic position.

• Not have served as the principal investigator of a single or multi-principal investigator, multi-year research grant with annual direct funding in the amount of $225,000 or higher with a start date prior to and inclusive of July 1, 2019, except for NIH career development awards. The CSDA is not for researchers who have already attained this level of funding, even if the researcher substituted for the original principal investigator of the grant.

• Not have served as the principal investigator on a single or multiple-principal investigator National Institutes of Health R01 research grant or equivalent that has a start date prior to and inclusive of July 1, 2019. This includes but is not limited to: research projects that are part of a P01 program project, P50 center grant or a U01 cooperative agreement, DP1, DP2, R37, and VA Merit grants.

• Not be in a graduate degree program at the time of the award. All education and training toward advanced degrees must be completed by the award start date, July 1, 2019.

• Be guaranteed a minimum overall research time protection of 75% of full-time professional effort by the institution where the applicant has an appointment, in the event an award is made. There is no explicit minimum percent effort that must be dedicated to the CSDA project. Applicants in specialties that require considerable effort to maintain clinical competency skills, such as those in surgery, are eligible to apply if a minimum effort commitment to research of 50% during the award term could be guaranteed by the institution. Whether an effort commitment of less than 75% would be conducive to committed and long-lasting clinical research careers will be evaluated to determine funding merit of an application.

If you have any questions about these eligibility criteria check our FAQs or email dDCF@aibs.org. Please note that requests for exceptions to eligibility criteria must be made as indicated on page 6 and will not
be considered after October 26, 2018.

Other requirements

- A clinical research project must be proposed, as defined by the Doris Duke Charitable Foundation, in any disease area. A definition of clinical research can be found on page 5. The clinical research question should have strong potential to impact the field.
- A mentor must be designated, or mentorship team assembled, and the role of the mentor(s) must be described. Mentors are expected to play an active role during the course of the Clinical Scientist Development Award in fostering the applicant’s career development as a physician scientist and capacity for independence. Mentors are expected to act as advocates for the applicant at the departmental, institutional and professional levels and provide scientific guidance for the proposed project.
- Experiments that utilize non-human animals or primary tissues derived from them should not be included in the research plan. In keeping with Doris Duke’s wishes as expressed in her will, these types of experiments will not be supported. Animal-based research may be presented as preliminary evidence supporting the research plan but the aims themselves may not include research with non-human animals.
- If applicable, Investigational New Drug Approvals must be in place by the deadline for submission of a full proposal. See page 5.
- Institutional Review Board (IRB) approvals are not necessary at the time of application. However DDCF strongly prefers IRB approvals to be in place by the grant start date, July 1, 2019. IRB approval must be in place by October 1, 2019. See page 5.

Other funding

- Applicants are allowed to hold a National Institutes of Health K series award or other career development award at the same time as the CSDA grant. Principal investigators of K99/R00 grants, specifically those in the R00 phase, are eligible to apply provided that they meet all other eligibility criteria.
- Applicants must not propose research aims or budget expenses that directly overlap with another funded project. Application for support of CSDA research aims that simply extend those of other grants is discouraged.

We strongly encourage applications from women and those from groups that are underrepresented in medicine, including Blacks or African Americans, Hispanics or Latinos, American Indians, Alaskan Natives, and Native Hawaiians.

501(c)(3) STATUS OF THE APPLICANT’S INSTITUTION

DDCF can award grants only to institutions that have letters from the US Internal Revenue Service documenting exemption from federal income taxation as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and that they are not a private foundation or a Type III supporting organization as defined in Section 509(a) of the Code. Please note that this requirement does not exclude participation of applicants at state universities, which may not have 501(c)(3) status. State university applicants are encouraged to apply through their grant-receiving
arms (e.g. applicants from the University of Texas may apply through the University of Texas Foundation). DDCF encourages applicants to seek guidance from their institutions to identify the appropriate institutional entity through which they can apply. DDCF is unable to provide information on the tax ID that applicants must use to gain access to the application site.

APPLICATION PROCESS

Applying for this award is a two-stage process:

1. **Pre-proposal application.** Interested candidates who meet the eligibility criteria will need to submit one pre-proposal application through the foundation’s online form by **November 28, 2018 at 3 pm ET.** In brief, the pre-proposal includes investigator information, electronic confidential forms from the mentor and department chair, biographical sketches and a 2-page research plan description.

2. **Full proposal application.** Submission of full proposals will be by invitation only after review of pre-proposal applications. By January 25, 2019, about 50 applicants will be invited to submit a full application. Instructions on how to prepare the full application will be provided by email with the invitation to participate. Full applications will be due on **March 22, 2019 at 3 pm ET.** Applicants will be notified of the outcome of the competition at the end of May 2019.

All communications, including the invitation to submit a full application and declinations, will be made through email. We recommend applicants add “ddcf@aibs.org” to their email safe senders list.

REVIEW AND SELECTION CRITERIA

- **Significance:** Likelihood of the research to influence the field and the career advancement of the applicant.
- **Originality:** Originality of the research proposal to address a clinically meaningful research question.
- **Approach:** Appropriateness of the methodology and scope of the project.
- **Investigator:** Evidence of the applicant’s commitment to a clinical research career and promise to make significant contributions to the field. Demonstration of the applicant’s inventiveness and talent. Appropriateness of the applicant’s formal research training, laboratory experience, and productivity. Evidence of the applicant’s original research in the relevant area and that the proposed research will be driven by the applicant with guidance from a mentor only as needed. The review searches for applicants who are still transitioning to independence and developing their research program. This award is not intended for those who are likely to receive an NIH R01 or another major research grant near the time of the CSDA application or start of the award.
- **Environment and Mentorship:** Commitment of the applicant’s department and institution to the area of research and to the applicant. Evidence of institutional and mentor commitment to
facilitate access to key resources, including necessary clinical subjects or specimens. Evidence of the mentor’s successful research career. Potential of the mentor to facilitate support and enable career advancement for the applicant.

Applicants are encouraged to propose research that is innovative, interfaces with different scientific disciplines, and has the potential to significantly advance the frontiers of clinical research.

Please note: The foundation recognizes the importance of critical feedback but has limited ability to supply written comments for all submitted applications. No written comments will be provided for pre-proposal applications. Written comments will be provided for full proposal applications when possible but may not always be available because of limited resources and unforeseen circumstances. Please evaluate if receipt of written feedback is a requirement for you as you decide whether to submit an application.

**DEFINITION OF CLINICAL RESEARCH**

For this program, clinical research is defined as the scientific investigation of the etiology, prevention, diagnosis, or treatment of human disease using human subjects, human populations or materials of human origin. Included in the definition are studies that utilize tissues or pathogens only if they can be linked to a patient.

It is expected that the research protocols of grant applicants will require Institutional Review Board (IRB) approval. Occasionally, DDCF has funded research that does not require IRB approval, such as research using de-identified patient populations. If a research project is being proposed that does not require IRB approval, applicants are strongly encouraged to contact DDCF program staff to discuss whether the proposed research falls within the DDCF’s definition of clinical research. Please email dDCF@aibs.org with questions regarding the eligibility of your research project.

**APPLICATION REQUIREMENTS FOR USE OF HUMAN RESEARCH SUBJECTS**

Institutional Review Board approval, if necessary, is not required at the time of application. However, if necessary, Investigational New Drug approval must be in place by the deadline for submission of a full proposal, **March 22, 2019, 3 pm ET**. If a grant is awarded, DDCF strongly prefers Institutional Review Board approval to be in place by the grant start date, July 1, 2019. Institutional Review Board approval **must** be in place by October 1, 2019. The grantee may not conduct activities supported by the CSDA that involve human subjects until a copy of the Institutional Review Board approval is received at the foundation. We recommend that you coordinate with your Institutional Review Board to ensure timely approval.

**GUIDELINES AND POLICIES**

DDCF grantees are subject to a public access policy. In addition, DDCF, as a member of the Health Research Alliance (www.healthra.org), has agreed to deposit basic grant information into a database of privately funded awards. Find more information on public access, grant information sharing, and other policies [here](#).
ELIGIBILITY EXEMPTION REQUESTS
DEADLINE OCTOBER 26, 2018

All eligibility criteria exemption requests must be submitted by October 26, 2018, 5pm ET. Interested applicants must submit the form at https://www.surveymonkey.com/r/CSDA2019. Requests will only be accepted through this form. In addition to contact information, you will need to indicate:

1. The specific eligibility criterion from which you seek to be exempted and why it renders you ineligible for the competition.
2. A clear and brief justification for the request. If you are beyond the fifth year of your first faculty appointment and would be applying to the CSDA for the first time, indicate why an application was not submitted to earlier competitions. Reasons for such a request might include situations such as parental leave, child care, elder care, or medical conditions.
3. A biographical sketch that lists the full official start date for your academic appointments.

Responses to all exemption requests will be communicated by the end of business day on October 30, 2018.

ABOUT THE DORIS DUKE CHARITABLE FOUNDATION

The Doris Duke Charitable Foundation is a philanthropic organization with the mission to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke’s properties.

QUESTIONS

If you have any questions concerning this Request for Applications please consult our online Frequently Asked Questions or email Joann Sullivan at ddcf@aibs.org with “2019 CSDA – your last name” as the subject line. Questions will be answered within 2 business days. Please do not call; we will promptly reply to any inquiries submitted over email. We cannot assure that phone calls will reach the appropriate contact at the foundation. For this reason, we strongly encourage applicants to contact us via email.
STEP-BY-STEP INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT A COMPLETE PRE-PROPOSAL APPLICATION

OVERVIEW OF HOW TO SUBMIT AN ONLINE PRE-PROPOSAL APPLICATION

A complete pre-proposal application consists of (1) electronic confidential support forms submitted by the mentor and the department chair at the applicant’s request; and (2) information, including a pre-proposal attachment, submitted via DDCF’s online pre-proposal application form. The detailed components of the complete pre-proposal are described in the checklist on the next page. Please note that partially completed applications will not be accepted and will be disqualified from the competition. To begin a pre-proposal application submission, do the following:

1- Visit https://ddcf-csda.aibs.org/ and provide the contact information for the mentor and department chair who will fill out electronic confidential support forms. Read more about the support forms on page 9. We suggest that you provide the mentor and department chair contact information well in advance of the deadline. It is the responsibility of the applicant to provide DDCF with the contact information of the individuals so that they can receive instructions on how to submit the confidential forms. Mentor information provided here must match that provided on the DDCF online pre-proposal submission form.

2- Obtain the tax identification number (also known as the Employer Identification Number or EIN) of the grant-receiving organization, the organization that would accept and administer the award. The applicant will be unable to access the pre-proposal application submission form without this information.

3- Access the online pre-proposal application site, and complete the eligibility questionnaire. See page 11 for the web address. Upon completion of the questionnaire, eligible applicants will gain access to the pre-proposal application form. Once you gain access, we strongly suggest that you download the applicant biographical sketch template and ensure that all required information has been gathered in advance of the deadline. Note that the pre-proposal application site is different from the site listed on #1 above and both sites must be visited to fill and submit the corresponding forms.

Use the checklist on the next page to ensure that you gather all the information required to submit a pre-proposal application.
Pre-proposal application check list

A complete pre-proposal application consists of:

<table>
<thead>
<tr>
<th>Instructions on page</th>
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<tbody>
<tr>
<td>Online confidential support forms (applicant must visit <a href="https://ddcf-csda.aibs.org/">https://ddcf-csda.aibs.org/</a>)</td>
</tr>
<tr>
<td>I. Mentorship form</td>
</tr>
<tr>
<td>II. Institutional commitment form from the department chair</td>
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<tr>
<td>Online pre-proposal application form (See the corresponding page for the web address, the site is different from the one above, make sure you visit both and submit the corresponding forms)</td>
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<tr>
<td>III. Principal Investigator information and affiliations</td>
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<tr>
<td>IV. Project information</td>
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<tr>
<td>V. Mentor information</td>
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<tr>
<td>VI. Contact information for the department chair who will provide confirmation of institutional support</td>
</tr>
<tr>
<td>Pre-proposal application attachment (assembled into one PDF document) Submitted through the online pre-proposal application form</td>
</tr>
<tr>
<td>VII. Biographical sketch of the applicant, with funding information (use the <a href="https://ddcf-csda.aibs.org/">template provided here</a>), 3 page limit not counting funding information</td>
</tr>
<tr>
<td>VII. NIH format biographical sketch of the mentor(s) using the NIH template, 5 page limit</td>
</tr>
<tr>
<td>IX. Research plan description (2 page maximum)</td>
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<tr>
<td>1. Career accomplishments and research experience</td>
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<tr>
<td>2. Significance of the proposed research</td>
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<tr>
<td>3. Goal of the proposed project and research specific aims</td>
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<tr>
<td>4. Study design overview</td>
</tr>
<tr>
<td>5. Role of the CSDA in the transition to independence</td>
</tr>
<tr>
<td>X. Description of how the proposed research meets DDCF’s definition of clinical research as described on page 5 of this document. (1/2 page, does not count toward the pre-proposal page limit)</td>
</tr>
<tr>
<td>XI. Cited literature (required, no page limit, does not count toward the pre-proposal page limit)</td>
</tr>
</tbody>
</table>
ONLINE CONFIDENTIAL SUPPORT FORMS

A complete application will include two confidential online forms: A Mentorship Form submitted by the designated mentor and an Institutional Commitment Form submitted by the department chair. These forms provide data about the applicant, the designated mentor and plans for mentorship, and the institutional commitment to provide research time protection for the applicant.

I. Mentorship Form

Mentors are expected to play an active role during the course of the Clinical Scientist Development Award in fostering the applicant’s career development as a physician scientist and capacity for independence. Mentors are expected to act as an advocate for the applicant at the departmental, institutional and professional levels and provide scientific guidance for the proposed project.

The foundation recognizes that the mentor functions described may be more adequately fulfilled by a team rather than an individual mentor. Though not required, applicants may opt to engage a mentorship team rather than a single mentor. Applicants with mentorship teams must, however, designate a mentor to fill out the mentorship form. The designated mentor will be evaluated for her/his research and mentorship accomplishments and will be responsible for briefly describing the mentorship team if applicable.

The mentorship form asks for brief remarks about the applicant. Mentors are asked to avoid referring to personal circumstances or attributes of the applicant, such as: marital status, age or gender (e.g. young, woman, man), juggling of work-life balance such as child care responsibilities or illness, and roles of the applicant outside of the professional setting (e.g. mother, husband, father).

PLEASE NOTE: The peer-review of pre-proposal applications evaluates the ability of the designated mentor to enable career development of the applicant; therefore, this mentor cannot be switched for another nor replaced after submission of the pre-proposal application. Letters on institutional letterhead will not be accepted in lieu of the mentor form nor in addition to it.

II. Institutional Commitment Form

The institutional commitment online form must be provided by the applicant’s department chair to confirm the applicant’s appointment term and guarantee that (s)he will be provided with the required research time protection (75%) if selected to receive the Clinical Scientist Development Award. Division chiefs in the departments of Medicine or Pediatrics may provide this form only if they are authorized to provide the information above. Applicants will have the opportunity to ask department chairs or division chiefs (only for Medicine and Pediatrics as described above) to write full letters of institutional support as part of the next application stage should they be invited to submit a full proposal. As with the mentor form, changes to the name of the individual providing the Department Chair Form are not allowed in the second stage of the competition, except when the person in that role changes. Letters on institutional letterhead will not be accepted in lieu of the form nor in addition to it.

Instructions on how to request online confidential forms from a mentor and the Department Chair
• Before going to the site below, applicants will need the following information for both the mentor and the department chair:
  o First name, middle initial and last name
  o Highest academic degree
  o Title
  o Department
  o Institution
  o Office address, city, state and postal code
  o Institutional email address
  o Phone number

• Visit https://ddcf-csda.aibs.org/ and bookmark the page. We recommend that applicants visit this site as soon as possible and well in advance of the deadline so that the mentor and department chair can complete their confidential electronic support forms ahead of the deadline November 28, 2018, 3 pm ET. Late submissions will not be accepted.

• Create a login using the applicant’s email address as the user name. Please use the same email address as for the online pre-proposal form.

• Indicate the applicant’s contact and demographic information. Please note that we are collecting data on race/ethnicity and gender to measure progress in diversity of applicants, their success in the competition, and identify ways in which the application process can be improved. These data are for statistical purposes only and will only be described in aggregate. The information provided to DDCF will not affect the applicant’s standing in the review process. We collect this information through our contractor, the American Institute of Biological Sciences (AIBS). AIBS keeps the data on a secure server and provides it to DDCF only after the competition has ended and funding decisions have been made. Individual information will not be provided to the review panel.

• Save your information and you will be prompted to the next page.

• Click on “Add a mentor” to indicate and submit the contact information for the mentor.

• Click on “Add a chair” to indicate and submit the contact information for the department chair.

• Upon submission of their contact information, an automatic email will be generated for each of the two individuals. This email will include instructions on how to complete electronic confidential support forms for the applicant’s pre-proposal application. Please make sure you are confident in your selections so that unnecessary emails are not distributed.

• Please alert the mentor and department chair of the upcoming email from dDCF@aibs.org. This email will contain instructions on how they can provide their electronic confidential support forms. We recommend for those individuals to add dDCF@aibs.org to their spam white list to avoid email requests from being blocked by filters.

• Once the applicant provides the mentor and chair contact information, the text “[incomplete]” will appear by each of the two individuals’ email addresses. This text indicates that the person
has not yet submitted the confidential electronic form. The text will change to “[complete]” as soon as the person completes the electronic form.

• If necessary, applicants can replace the contact information for the mentor and department chair up to deadline. If any of these individuals did not receive the email with instructions we recommend that the applicant delete and add them again. We also recommend that email recipients check their junk mail folder or spam email filter.

• Applicants will receive a confirmation email from ddfc@aibs.org once each individual submits their electronic support form. Applicants should receive a total of two confirmation emails.

• It is the applicant’s responsibility to ensure that the supporting forms are completed by the deadline. Late submissions will not be accepted.

• Pre-proposal applications missing the electronic confidential support forms from their mentor or department chair will be disqualified without notice.

**ONLINE PRE-PROPOSAL FORM**

To gain access to the online pre-proposal form, applicants must provide their *institution’s nine digit tax ID (also known as the Employer Identification Number or EIN)*. Please consult with your grants office to obtain the tax ID for your institution. Applicants at public universities may need to check with their university foundations for the correct tax ID. Only tax IDs from organizations with 501(c)(3) status are recognized by the online application system. If the tax ID is not recognized by the online application system, please see our FAQs and verify with your institution that you are using the appropriate tax ID number.

➢ **To begin a pre-proposal form use this link:**


First complete the eligibility questionnaire to determine if you are eligible to apply. If applicants meet the eligibility criteria, they will be allowed access to the application form.

➢ **To return to a pre-proposal form already in progress you must use the link below:**


   Please bookmark this page to return to a pre-proposal in progress. Using the first link of the two immediately above will return you to the eligibility questionnaire.
Complete the electronic form by entering the following information:

III. Principal Investigator and affiliations

- First name, middle initial and last name.
- Post-baccalaureate academic degree(s), institution and year
- US Medical license confirmation
- Current appointment title
- Additional current job titles
- Current faculty appointment start and end dates
- Institution name
- Department name
- Telephone number
- Institutional email address; commercial email addresses such as Gmail, Yahoo, etc. are not acceptable
- Office address
- Institution where the applicant held her/his first assistant professor appointment
- Date of first assistant professor appointment
- Date of completion of the most recent fellowship
- Field(s) of research training (select from the list)
- Clinical specialty and subspecialty
- Tenure information
- Percent professional effort currently allocated to patient care, research, teaching, administration, and other
- Other funding information (K and R01 level awards)
- Number of first author peer-reviewed original reports
- Confirmation that the applicant does not have other funding as principal investigator for a multi-year research grant with annual direct cost of $225,000 or higher at the time of application and up to July 1, 2019

IV. Project information

- Project title (up to 255 characters)
- Primary disease area (select from the pull down list)
- Primary biomedical/health research area (select from the pull down list)
- Research classification (select from the pull down list)
- Research approach (select from the pull down list)
- Abstract (up to 250 words)
- Project IRB and IND requirement and approval information. IRB approval is not required at the time of application. However, if necessary, Investigational New Drug Approval must be in place by the deadline for submission of a full proposal, March 22, 2019, 3 pm ET. If a grant is awarded, DDCF strongly prefers Institutional Review Board approval to be in place
by the grant start date, July 1, 2019. Institutional Review Board approval must be in place by October 1, 2019.

V. Mentor information

Please provide the information below for the mentor (or mentors, if applicable):

- First name, middle initial and last name
- Highest academic degrees
- Title
- Department
- Institution
- Office address
- Email address

Applicants with mentorship teams:
- Make sure that the information of the first mentor listed matches that of the mentor designated to fill out the Mentorship form, as indicated at https://ddcf-csda.aibs.org/.
- The contact information for up to three mentors may be provided in this online application form. If the team is larger, the designated mentor will be responsible for indicating the composition of the team in the confidential online Mentorship Form.

VI. Department chair information

Applicants are asked to provide the contact information for the department chair. This person must be able to confirm that the applicant will have 75% time protected time for research as well as the term of the applicant’s appointment. Applicants in the Departments of Medicine or Pediatrics may provide contact information for their division chief, provided that this person can provide assurance of research time protection and confirm the term of the applicant’s appointment.

Please make sure that this information matches what you provided at https://ddcf-csda.aibs.org/

- First name, middle initial and last name
- Title
- Institutional email address
- Phone number
PRE-PROPOSAL APPLICATION ATTACHMENT
The following components must be assembled into one PDF

VII. Biographical sketch of the applicant (3 page limit not including funding information, use the template provided here)

Note that this is not the NIH template. The applicant must use the DDCF template to provide this information. Applicants can also download the biographical sketch template upon login to the online pre-proposal application form. Please complete all sections of the biographical sketch:

- Indicate the applicant name and current faculty position.
- Education and training: Indicate education history in chronological order from least to most recent beginning with Baccalaureate degree or equivalent. Indicate the field of study, the name of the degree-granting institution, and the date when the degree was awarded.
- Explanation of gaps in training and productivity: Only if applicable, in no more than 3 sentences, address gaps in training or productivity that resulted from extraordinary situations. If this does not apply, remove this header from your biographical sketch.
- Positions and employment: indicate all positions held in chronological order beginning with the earliest position and ending with the most recent. For each position indicate the start and end date, position title, name of the institution/organization, and location.
- Other experience and professional memberships: List memberships and advisory roles.
- Honors: List the year and name of recognition awards and honors.
- Peer-reviewed original research reports and non-peer reviewed original research reports in public preprint servers:
  - Minimum 10-point font. Do not attach reprints.
  - No abstracts, reviews, chapters, or publications in preparation may be listed.
  - Publications related to the proposed research plan should be highlighted in bold font.
  - First and last author original reports must be listed separately from non-first or last author reports. Publications in which the applicant is neither first nor last author should be listed under “additional publications.”
  - Publications must be numbered as indicated in the template.
  - If the limited space does not allow you to fit all your publications, choose those that are most relevant to the pre-proposal application but do not exceed 3 pages and indicate how many out of a total are listed (e.g. 15 of 40 listed).
  - To cite preprints, the Digital Object Identifier and any information about the document version (e.g. most recent date modified) must be included in the citation in addition to the authors, title, and preprint server name.
- Original dataset contributions
  - Minimum 10-point font.
  - The suggested citation format is: Name of the data creator (publication year). Title. Version. Publisher. Identifier.
  - If available, indicate metrics of use such as number of views or requests to access the dataset, downloads, and citations.
Funding information (no page limit, this information does not count toward the biographical sketch page count)

- Sources of funding should be listed under two headings: Research support as principal investigator and Other Research Support (not as principal investigator).
- List each funding source under the appropriate funding status heading: past, current, pending, or applied.
  - Past: Awards that have ended in the past 3 years.
  - Current: Currently funded award.
  - Pending: Notification of award was received, but grant agreement is not yet in place.
  - Applied: Application was submitted and the funding status remains to be determined.

Please disclose all funding applications clearly indicating the required details below. This information will help reviewers and the foundation assess your research activity and understand if overlap exists between concurrent applications and your plans if overlapping applications are recommended for funding.

- For each source of funding indicate:
  - Principal Investigator name
  - Role: indicate this only for sources of funding where the applicant is NOT the principal investigator
  - Percent effort
  - Award Type and Number: Award type refers to the NIH activity code (K08, U01, etc), or award name for non-NIH awards.
  - Funding Agency/Institution
  - Annual Direct Costs: For contracts, list only the direct cost amount that supports your research directly and not the full contract amount.
  - Total Award (direct and indirect costs): For contracts, list only the amount that supports your research directly and not the full contract amount.
  - Project Period (start and end dates)
  - Project Name
  - Brief Project Description
  - Indicate if the project is related to or overlaps with the work proposed
  - If yes, indicate the project’s relationship to the work proposed in this application. If overlap with the CSDA application exists for sources under the “Applied” category, indicate how you plan to resolve the overlap should both applications become funded.

VIII. A Biographical sketch of each mentor (5 page maximum for each biographical sketch)

The biographical sketch of the primary and secondary mentors (if applicable) must be in NIH format and must include research funding information also in NIH format. Mentor biographical sketches must not be prepared in the competition template but in NIH format.
IX. Research plan description (2 page maximum)

- **Font:** Use 12-point font size throughout unless noted otherwise. Smaller font sizes are acceptable for use in tables and figure legends.
- **Page Margins:** Page margins must not be smaller than one-half inch on all sides.
- **Color Figures:** Applicants may include color figures as reviewers will be provided with electronic color copies of the application.

Applicants **must include all five sections** described below in the two page limit. As you begin to work on your research plan we recommend that you copy/paste the five section headers below into your working document to ensure that all sections are included. *Pre-proposals with research plan descriptions not including these explicit sections in the order listed will be disqualified from the competition:*

1. Career accomplishments and research experience
   - List and describe your three most significant professional accomplishments. If your accomplishments and experience involve collaborative efforts, highlight your original contributions.

2. Significance of the proposed research
   - Why is the proposal important, original, or innovative?
   - How will the proposed research impact or improve patient care or human health?

3. Goal of the proposed project and research specific aims
   - What is the question to be addressed?
   - State the hypotheses that form the basis for the proposed research.
   - State and describe the specific aims that you intend to accomplish with the award.

4. Study design overview
   - Briefly describe the experimental design that would be used to accomplish the specific aims of the project.
   - Detailed methodology description is not required for the pre-proposal application.

5. Role of the CSDA in the transition to independence: In one brief paragraph, describe how the CSDA would contribute to your career advancement, research program, and future attainment of R01 funding or equivalent.

X. Description of how the proposed research meets the foundation’s definition of clinical research, half page maximum. *Does not count toward the 2 page limit of the research plan.*

Please be succinct in your description and note that this section is not meant to justify the importance of your studies. The purpose of this section is to ensure compliance with the program’s definition of clinical research.

For this program, clinical research is defined as the scientific investigation of the etiology, prevention, diagnosis, or treatment of human disease using human subjects, human populations or materials of human origin. Included in the definition are studies that utilize
tissues or pathogens only if they can be linked to a patient.

XI. Cited literature is required and does not count toward the 2 page limit. Font size 10 may be used.

**PLEASE NOTE**

- Pre-proposal applications **will not be accepted after 3 pm ET on November 28, 2018.** The online application system shuts down automatically at the deadline.
- After the deadline, applicants with incomplete pre-proposal applications and those not adhering to instructions will be disqualified from the competition without notice.
- Only pre-proposal applications submitted through the DDCF online pre-proposal application website will be accepted.
- Applicants whose mentor or department chair does not provide the electronic confidential support forms will be disqualified from the competition without prior notice. It is the responsibility of the applicant to ensure that this information is submitted by the deadline. Please note that the deadline for submission of the confidential forms is the same as for the applicant, 3 pm ET on November 28, 2018. Late submissions will not be accepted.
- Mentorship or institutional support letters on letterhead will not be accepted in lieu of the electronic confidential support forms. Applications missing electronic confidential support forms will be disqualified from the competition without notice.
- Pre-proposal applications that do not meet the page limits and formatting instructions will not be considered for review.
- Pre-proposal applications with research plans that do not include the six required sections, in the specified order, will not be considered for review.
- The submission of a pre-proposal application is final, and modifications are not usually accepted.
- The maximum size for the attachment is 1000 MB. Please note that files with certain extensions (such as “exe”, “com”, “vbs” or “bat”) cannot be uploaded.
- If you have applied for or plan to apply for a grant that could be funded with a start date before or on July 1, 2019, we strongly encourage you to avoid proposing research with budgetary overlap for your CSDA project.

**QUESTIONS?**

Please consult our online [Frequently Asked Questions](mailto:) or email Joanne Sullivan at dDCF@aibs.org with “2019 CSDA - your last name” as the subject line. Questions will be answered within two business days. No phone calls, please. Calling may delay your question from reaching the appropriate contact. We can more efficiently address your questions over email.