



## GRANT APPLICATION INSTRUCTIONS

### I. FMF GRANT OVERVIEW

The Feldstein Medical Foundation (FMF) is a private foundation, created to promote and advance medical research.

FMF is particularly focused on funding:

- Promising junior investigators (assistant professor level) with a history of some prior funding (Principal Investigators must have an appointment in the invited medical institution)
- New or innovative research
- Research in areas where FMF funding will have the maximum beneficial impact on health or healthcare practice for significant populations
- Research that may lead to significant advancements in scientific knowledge

FMF's grants will be made in varied areas of medical research, including:

- Translation/implementation studies
- Medical Education Research
- Basic science
- Early clinical research

FMF will be accepting applications in two categories:

1. Basic science research
2. Translational research/ clinical research/ medical education research

Translational research will include T1 (developing treatments and interventions in early clinical trials), T2 (testing the efficacy of interventions), T3 (dissemination and implementation research for system wide change), T4 (dissemination and implementation research for population change).

FMF is based in the New York/New Jersey metropolitan area, thus the Foundation will prioritize funding in this geographic area.

**Budget and project period:** FMF will fund individual projects on an annual basis, issuing grants with a total annual cost of up to **\$80,000** (a maximum of 10% indirect costs may be included. For example: \$72,727 for Research and \$7,273 for indirect costs). Applicants may seek grants for a period of up to **one year**.

## **Application Process:**

1. **Prescreening by Selected Research Institutions:** For the current funding cycle, FMF will be working in conjunction with selected research institutions, which will prescreen interested applicants affiliated with their organization. Each institution will then submit only two applications to FMF. Applications must be submitted by the designated contact for the institution. **FMF will not accept or consider Applications submitted outside of this process.**
2. **Grant Application:** Grant Applications should comply with the instructions below and should include a completed Grant Application Cover Sheet. The Cover Sheet can be found at the end of this document.

## **II. FUNDING TIMEFRAME**

Deadline for Submission of Grant Applications to FMF for the current funding period: **March 31, 2024**

Institutions will set their own prior due dates for prescreening.

Decisions regarding Grant awards will be made before: **May 31, 2024**

Subsequently, successful Grant applicants must enter into a Research Grant Agreement with FMF and provide all required documentation prior to the release of Grant funds.

## **III. AWARD**

FMF will award grants with a total annual cost of up to **\$80,000** (a maximum of 10% indirect costs may be included. For example: \$72,727 for Research and \$7,273 for indirect costs). Applicants may seek grants for periods of up to one year. Projects may be an extension of current work, but cannot be already funded projects or bridging support for projects for which funding has lapsed. Applicants may only submit one grant application per funding cycle. Matching monetary or non-monetary resources are encouraged. A letter of support is required for all matching resources.

## **IV. ELIGIBILITY**

Eligible Candidates Must:

- A. Have a doctoral degree or equivalent in a field related to medicine, nursing, public health, health care or biomedical sciences.
- B. Have an appointment in a United States tax-exempt medical institution, as described in IRS Code 501(c)(3).
- C. Demonstrate the research skills, knowledge and resources to carry out the

research successfully. Junior researchers with a history of prior funding are encouraged to apply.

## **V. APPLICATION PROCESS**

Documents must be submitted as a **single, page-numbered PDF or MS Word document**, with contents in the order prescribed in the Table of Contents below. All submissions should be made to: [grants@feldsteinmedicalfoundation.org](mailto:grants@feldsteinmedicalfoundation.org).

## Grant Application

Proposals will consist of the following:

CATEGORY	DETAILS
<b>Grant Application Cover Sheet</b>	Form available at the end of this document
<b>Table of Contents</b>	
<b>Abstract</b>	Limited to 300 words. In this section, be succinct and use plain language that can be understood by a general, lay audience.
<b>Relevance</b>	Using no more than two or three sentences, describe the relevance of this research.
<b>Biosketches for key personnel</b>	Please use NIH bio-sketch format ( <a href="https://grants.nih.gov/grants/forms/biosketch.htm">find information about bio-sketches here</a> <a href="https://grants.nih.gov/grants/forms/biosketch.htm">https://grants.nih.gov/grants/forms/biosketch.htm</a> ).
<b>Other support for principal investigator</b>	Please use <a href="#">NIH other support format; PHS 398</a> .
<b>Budget</b>	<ol style="list-style-type: none"> <li>1. Budget page (please use <a href="#">NIH phs398 page 4</a>).</li> <li>2. Budget justification including an explanation for why existing resources do not permit this work to be done (maximum 1 page)</li> <li>3. Months of effort for each key personnel must be listed, even if no money is being requested under this application</li> </ol>
<b>Narrative</b>  <u>Format: Maximum 5 pages, single-spaced, using Arial 11 point font with 1 inch margins all around (not including references)</u>	<p>The narrative should be structured in the following sections:</p> <ol style="list-style-type: none"> <li>1. <b>Specific aims</b>, including clear measurable objectives</li> <li>2. <b>Background and significance</b></li> <li>3. <b>Preliminary studies</b> (if warranted)</li> <li>4. <b>Research design and methods</b></li> <li>5. <b>Timeline</b> (completion of project is expected to occur within 12 months from start date.)</li> </ol>
<b>Literature citations</b>	
<b>Letters of collaboration and support</b>	<p>A letter of support is required from the PI's Department Head or senior organization representative.</p> <p>When applicable, letters of collaboration/support are mandatory from:</p> <ol style="list-style-type: none"> <li>1. Subcontractors in the research endeavor</li> <li>2. When matching funds are indicated, either monetary or non-monetary</li> </ol>
<b>Important Note:</b>	Any applicable regulatory approvals (e.g., human subjects) will be required before awards are released.

## VI. SUBMISSION

Grant Applications must be submitted electronically by each Research Institution to [grants@feldsteinmedicalfoundation.org](mailto:grants@feldsteinmedicalfoundation.org) by **March 31, 2024**. FMF will not consider Applications which were not subject to prior review and selection by the participating Research Institutions.

**All submissions need to be submitted as a single page-numbered PDF or Word file in the order described in the above Grant Application table.**

**Questions regarding the Grant Application should be submitted to [questions@feldsteinmedicalfoundation.org](mailto:questions@feldsteinmedicalfoundation.org), along with a telephone number where the applicant can be readily reached if necessary.**

## VII. REVIEW CRITERIA

Each proposal will be evaluated using the following criteria:

- A. Overall scientific excellence.** Are the conceptual framework, specific aims, study design, methodology and data analysis and interpretation of high scientific quality? Are the investigators experts in the appropriate field? Are there resources available to make the project successful?
- B. Relevance to FMF mission.** How will this proposal meet the goals and objectives of FMF as set forth in its mission statement, above.
- C. Significance.** Does this study address an important problem? If the aims are achieved, will scientific knowledge, health or healthcare practice, be advanced?
- D. Innovation.** Does the proposal investigate an area not previously studied? Does the investigator intend to use existing tools or knowledge in an original manner?
- E. Future Funding.** If the current proposal is successful how likely is it to lead to future funding?
- F. Support Requested.** Is the budget well justified in relation to the objectives and proposed activities?

## VIII. ALLOWABLE USE OF FUNDS

**All expenses should be justified in the budget section of the proposal.**

- Funds are available for personnel, supplies, travel, and other grant related expenses.
- Indirect costs of up to 10% are allowed, but will be counted in the overall budget.
- Investigator salary is allowed, but clear justification of why it is necessary

should be provided – funds should be used principally to directly support the research and effort must be reported even when salary is provided in-kind.

- Only travel funds *necessary for study conduct* (e.g. participant travel) are allowed.
- Equipment that is essential for the study, and is not otherwise available, may be requested, but large equipment expenditures are discouraged.

The FMF does not fund:

- Grantee education (e.g. tuition)
- IRB fees
- Travel for dissemination of research
- Publication Costs

## **IX. APPLICANT RESPONSIBILITIES**

1. The Applicant's institution / organization is required to enter into a Research Grant Agreement if funds are awarded.
2. The Applicant must comply with all terms of the Research Grant Agreement, including all reports, submissions, requests or updates regarding the research.
3. Within 60 days of the project end date, the Applicant must submit a written description of accomplishments (maximum 3 pages), including publications, grant applications, and plans to further develop the project.
4. Subsequent to the completion of the Grant period, Applicant will continue to provide FMF with information regarding any new publications relating to the Research Grant.

**Please direct questions concerning eligibility or the application process to [questions@feldsteinmedicalfoundation.org](mailto:questions@feldsteinmedicalfoundation.org)**

**Submission should be made electronically to:  
[grants@feldsteinmedicalfoundation.org](mailto:grants@feldsteinmedicalfoundation.org)**

**FELDSTEIN MEDICAL FOUNDATION**  
**Grant Application Cover Sheet**

**This Grant Application Cover Sheet must accompany each Grant Application.**  
**Applications should be submitted online to: [grants@feldsteinmedicalfoundation.org](mailto:grants@feldsteinmedicalfoundation.org).**

Research Category:    Basic Science  
                                  Translational/ clinical/ medical education

Name of Principal Investigator: \_\_\_\_\_

Organization, Position, Title and Department:

\_\_\_\_\_

Principal Investigator mailing address:

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Title of Proposal:

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Organization's Tax-exempt status and IRS tax identification number:

\_\_\_\_\_