

APPLICATION INSTRUCTIONS

The deadline for receipt of the Letter of Intent (including an NIH biosketch) is **November 30, 2020**. Applicants will be informed of their eligibility to submit a full application on **December 15, 2020**.

The application deadline is **January 22, 2021 at 5PM**. All applications must be compiled and submitted as a single PDF to Kebrewosen.Densamo@childrens.harvard.edu. Institutional signature is required at the time of submission. Signed originals of the face page, budget page, IACUC and/or IRB approvals will be requested if the project is approved.

Use the NIH format. The documents to be submitted should be assembled in the order listed below. The link to the NIH forms is <http://grants.nih.gov/grants/funding/phs398/phs398.html>

FORMAT OF APPLICATION

- PHS 398 Form Page 1 (Face Page), Page 2 (Description, Sites, Personnel), Page 4 (Detailed Initial Budget Period), and Budget Justification (use Continuation Page)
- Biographical Sketch
- Other Support, which must include a paragraph explaining how this proposal is a departure from your ongoing work and that of your previous or current mentors or collaborators.
- Resources should include a list of HDDC Core Facilities to be used; their use should be described in the research plan.
- The “**Research Plan**” is limited to **3 pages** single-spaced, excluding references.
- Applicants must address aspects of Rigor and Transparency in their application, as mandated by NIH, see <http://grants.nih.gov/reproducibility/index.htm> for details.

ADDITIONAL INFORMATION

On a continuation format page, list four names that you consider appropriate to review your application. These names can be, but are not limited to, members of the HDDC and the Harvard/Boston community. Please include full name, address, email, and telephone number.

EVALUATION OF APPLICATIONS

Letters of intent are reviewed by members of the HDDC Executive Committee. Full applications are reviewed by the HDDC Executive Committee and other expert reviewers as needed. Finalists are selected and asked to present to the HDDC External Advisory Board, which assigns priority scores and ultimately makes funding decisions. These are based upon scientific merit and the appropriateness of the project to the goals of the P/F program.

RESPONSIBILITIES OF AWARDEES

- Awardees will be required to submit written progress reports in **March (2022 and 2023)** for External Advisory Board review and updated versions in **August (2022 and 2023)** for the HDDC non-competing renewal application to the NIH.
- Awardees must participate in HDDC activities by attending research seminars and conferences and using HDDC Core services.
- Awardees will be required to present their work at our annual P/F recipient symposium and at the External Advisory Board meeting.
- **All resulting publications must acknowledge the HDDC**, e.g., "Supported in part by the Harvard Digestive Disease Center, NIH Grant P30 DK034854."

CONTACTS

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