



MENDEZ NATIONAL INSTITUTE OF
TRANSPLANTATION FOUNDATION

Application Instructions & Questions

Instructions for Completing the Application

The Principal Investigator must create a User Account and submit the application. All communication regarding the application will go directly to the Principal Investigator.

You will find the following questions below on the application, which must be completed online. You are required to answer the questions with an asterisk (*) in order to submit the application.

(Note: The actual application is periodically revised and this guide may not have been updated.)

Shared Questions from LOI

Project Name* *(Character Limit: 100)*

Project Objective* *(Character Limit: 600)*

Summarize the overall objective of this project in one to three sentences.

Project Start Date* *(Character Limit: 10)*

MNITF does not award grants to retroactively fund projects completed prior to the granting decision which will be toward mid-October for Cycle 1 and end of March for Cycle 2. Project start date should be:

Cycle 1 - November 1st or after

Cycle 2 - May 1st or after

Project Duration* *(Character Limit: 2)*

What is the anticipated total duration of this project in number of months? (MNITF will consider a two year project in which the second year of funding is contingent upon a satisfactory year one progress report.)

Grant Proposal

Print Name of Principal Investigator *(Character Limit: 250)*

Title of Principal Investigator *(Character Limit: 100)*

Principal Investigator - Department* *(Character Limit: 200)*

Primary department affiliation of Principal Investigator



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Co-Investigator(s) *(Character Limit: 1,000)*

List all Co-Investigators, include name, title, department affiliation and organization (if different from Principal Investigator).

Example:

1. Name, Title, Department Affiliation, Organization (if different from Principal Investigator)
2. etc.

Brief Description of Project* *(Character Limit: 600)*

Provide a brief description of the project using lay language.

Research Plan - Specific Aims* *(Character Limit: 1,500)*

List the specific aims of the project (only). For example:

Aim 1:

Aim 2:

Aim 3:

(You will provide detailed information about accomplishing each aim in the next section.)

Research Plan - Research Strategy* *(Character Limit: 10,000)*

Provide a description of the research strategy to accomplish each aim, include:

- Significance and innovation
- Approach and alternative approach(s)

Research Plan - Pictures, Graphs, Charts (PDF) *(File Size Limit: 12 MB)*

If unable to insert pictures, graphs and charts in the Research Strategy section, you may upload a supplemental document here.

Anticipated Outcomes* *(Character Limit: 2,000)*

Please provide anticipated outcomes.

Research Plan - Timeline* *(Character Limit: 3,000)*

Provide a timeline to accomplish specific milestones for each aim by using the number of the month (3, 6, 9, 12) of the Project you expect to complete each milestone.

Example: Aim 1: (list)

- List milestone and the # of the month expected to be completed.
- List milestone and the # of the month expected to be completed.

Description of Priority Area of the Project* *(Character Limit: 3,300)*

Provide a short description of how your project fits at least one of the following research priorities:

- Creating a comprehensive, multi-disciplinary program of research that advances scientific knowledge which will improve clinical outcomes in transplantation;



- Integrating the field of transplantation with the latest donor screening technologies, immunogenetics, post-transplant monitoring, and advancements in regenerative medicine;
- Making unique contributions to biology and medicine by developing new diagnostic and therapeutic paradigms;
- Empowering patients with end-stage organ disease and transplant recipients through education to proactively manage their health and improve their long-term outcomes.

Bibliography *(File Size Limit: 1 MB)*

Provide the bibliography by uploading the document. There is no page limit, but limit to no more than 25 references.

Budget

Total Budget (from LOI form) *(Character Limit: 20)*

This is put here for your reference

Total Amount Requesting* *(Character Limit: 20)*

What is the total amount you are requesting for MNITF to fund.

Total Direct Cost* *(Character Limit: 20)*

What is the total direct cost?

Total Indirect Cost* *(Character Limit: 20)*

What is the total indirect cost? (Indirect cost is not to exceed 10% of direct cost and to be included in the total amount requesting)

Total Budget for Project* *(Character Limit: 20)*

What is the total budget for the Project (including other funding needed to complete)?

If the budget exceeds amount requesting

If the budget exceeds the amount requesting, is the other funding secured?

Choices Yes No

Unsecured Funding *(Character Limit: 600)*

If the other funding needed to complete the project is not secured, please explain. We are most interested in how you plan to obtain funding and complete the project within the timeline.

Budget Form* *(File Size Limit: 3 MB)*

Provide the breakdown of the budget using the PHS 398 Initial Period Form, which can be downloaded from the NIH website as a writable PDF.



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Budget Justification* *(Character Limit: 10,000)*

Please provide a narrative for each line item cost on the Budget Form. Allowable costs include:

- Salary/benefits for support staff or trainees
- Student stipends
- Material supplies
- Indirect costs are allowed, but not to exceed 10% of the direct costs and must be included in the total amount requesting.
- MNITF does not fund instruments and hardware costing more than \$5,000.

Other Information

NIH Style Biosketch (PDF)* *(File Size Limit: 1 MB)*

Please provide NIH style Biosketch for Principal Investigator and all Co-Investigators.

Co-Investigator Biosketch *(File Size Limit: 1 MB)*

Additional Co-Investigator Biosketch(s) (PDF) *(File Size Limit: 1 MB)*

Include all biosketches in one document

NIH Style "Other Funding" Page (PDF) *(File Size Limit: 1 MB)*

Please upload the NIH style "Other Funding" Page for Principal Investigator and all Co-Investigators.

Regulatory Approvals (PDF) *(File Size Limit: 7 MB)*

Provide, if available, in one PDF document the following:

1. Regulatory approvals for human subjects (IRB),
2. Animal subjects, use of human stem cells (SCRO),
3. Radiation (Radiation Safety Committee), and/or biohazards (Biosafety Committee)

Letter of Support

Letter of Support *(File Size Limit: 1 MB)*

Junior faculty members must provide a letter of support from their department chair or other unit head discussing the applicant's commitment to career development, availability of research space and other resources for the proposed research. Established investigators (full Professor or equivalent) do NOT need to provide a letter of support.