

# Grant Application Formatting Instructions

## Overview

This document is designed to provide FAER grant applicants with an overview of materials to prepare, as well as formatting instructions, which are located on page 5.

**Questions or technical issues?** If you experience technical issues or have a question about your application, contact Carol Demulling, program director, at 507-538-7879 or [CarolDemulling@faer.org](mailto:CarolDemulling@faer.org).

## Materials to Prepare and Submit

The following instructions must be followed or the application will not be accepted. All materials should be written by the applicant with the assistance of a research mentor.

| <b>Material</b>                 | <b>Description</b>  | <b>Format of Submission</b> | <b>Word Count or Page Limit</b> | <b>File Size Limit</b> |
|---------------------------------|---|-----------------------------|---------------------------------|------------------------|
| Biographical sketch             | To be filled out by applicant and the research mentor. Use current NIH biographical sketch form:<br><a href="http://grants.nih.gov/grants/funding/phs398/phs398.html">http://grants.nih.gov/grants/funding/phs398/phs398.html</a>   | File upload                 | 4 (per individual)              | 2 MBs (per file)       |
| Budget detail and justification | Complete the budget form for the specific grant provided, including the detail and justification of expenses. You will upload the file and copy and paste the budget justification questions into the fields available. Forms are available on <a href="http://faer.org/programs/grants/application.html">faer.org/programs/grants/application.html</a> . | File upload & online form   | n/a                             | 1 MB                   |
| Abstract                        | State the broad long-term objectives and specific aims of the project, relationship to anesthesiology, and research design and methods. The abstract should be a succinct and accurate description of the proposed work that is understandable apart from the application.  | Online form field           | 1750 characters maximum         | n/a                    |

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|------------------------|---|--|--------------------------|-----------------|
| Resubmission statement | If you have previously submitted any project to FAER, a resubmission statement is required. If submitting a revised application, provide a summary of the differences between this and the previous application addressing the critiques of the original application point-by-point. If you are reapplying to FAER with a completely different research protocol, this statement should indicate how and why this project differs from the previous application.  | Online text field                        | 3000 characters maximum  | n/a             |
| Research plan*         | <ul style="list-style-type: none"> <li>• <b>Specific Aims:</b> State the long-term objectives and describe concisely what the research is intended to accomplish and the hypotheses to be tested.</li> <li>• <b>Background and Significance:</b> Briefly sketch the background to the present proposal, critically evaluate existing knowledge, and identify gaps that this project is intended to fill.</li> <li>• <b>Preliminary Studies:</b> Use this section to provide an account of the applicant's preliminary studies pertinent to the application and/or any other information that will help to establish the experience and competence of the investigator to pursue the proposed project.</li> <li>• <b>Experimental Design and Methods:</b> Describe in detail the experimental design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.</li> <li>• <b>References:</b> Cite only the most important, relevant literature.</li> </ul> | File upload, see formatting instructions | 12 pages                 | 7 MBs           |

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|--|---|--|--------------------------|-----------------|
| Mentoring and personal development plan* | <p>Include details about the role of the research mentor in the proposed research, specifics regarding the educational program for the applicant, and how this award and the research mentor's teaching will prepare the applicant for a research career. Indicate how much of the research mentor's professional time is available for research and how much is specifically available for this project. Indicate the benefits of this program to the career development of the applicant and the development of the applicant as an independent investigator. The proposed elements of career development (e.g., short courses and workshops, directed study, other courses) should be specified.</p> | File upload, see formatting instructions | 4 pages                  | 2 MBs           |
| IRB/IACUC approval                       | <p>A letter of approval from the appropriate institutional human or animal use review committee must be included. If the study does not require this approval or if the application is submitted before approval is obtained, <u>a letter of explanation must be included</u>. Notification of institutional approval must be received in the FAER office prior to any award being made.</p>  | File upload                              | n/a                      | 2 MBs           |

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| Material                                 | Description   | Format of Submission | Word Count or Page Limit | File Size Limit  |
|--|---|----------------------|--------------------------|------------------|
| Letters of commitment and recommendation | <ul style="list-style-type: none"> <li>• Letter from chair indicating the following:               <ul style="list-style-type: none"> <li>○ State professional duties and responsibilities of the applicant during the period of the grant, including percent time devoted to this project.</li> <li>○ Confirm applicant's academic appointment for the duration of the grant.</li> <li>○ Assure availability of technical support, space and facilities for the proposed research.</li> <li>○ Assure responsible administration of funds with annual reporting of their disbursement and refunding of unused funds to FAER.</li> <li>○ If the research mentor is in the chair's department, guarantee the percent of the research mentor's professional time and effort that will be for research-related activities.</li> <li>○ Evaluation of the applicant's commitment to academic anesthesiology and potential for academic advancement.</li> <li>○ Commitment to support the applicant's development during the award period.</li> </ul> </li> <li>• Letter of commitment from research mentor.</li> <li>• Letters of recommendation and evaluation for the applicant from two senior faculty members, other than the research mentor, in or outside the applicant's department.</li> </ul> | File upload          | n/a                      | 2 MBs (per file) |
| Acceptance of conditions                 | <p>Applicant, research mentor, and department chair must sign and date the acceptance form provided. The form is available on <a href="http://faer.org/programs/grants/application.html">faer.org/programs/grants/application.html</a>.</p>   | File upload          | 1 page                   | 2 MBs            |

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## **\*Formatting Requirements**

The research plan, including the reference section, and mentoring and personal development plan, as well as any other supporting documents, should be formatted to meet the following specifications:

- Line spacing must be 3 lines per inch (double spaced).
- Arial or Helvetica font, 11 point or larger (do not use a font variation such as Arial Narrow or Helvetica Narrow).
- Type density, including characters and spaces, must be no more than 15 characters per inch.
- It is acceptable to use a symbol font to insert Greek letters or other special characters. Do not use symbol or special characters in the project title.
- A 9-point font size may be used for figures, graphs, diagrams, charts, tables, figure legends and footnotes.
- Margins of 0.5" right and left, and 1.0" top and bottom must be maintained.

## **File Submission & Name Requirements**

- Applications (including supporting documentation such as letters of recommendation) must be submitted in PDF format or Microsoft Word.
- Title each file with the applicant's name, grant submission deadline and the name of the document.  
EXAMPLE: LastName\_FirstName\_Feb12\_ResearchPlan.pdf