

Women's Health Research at Yale
2009—Full Application Instructions (BY INVITATION ONLY)

All applications must be assembled in the order listed below and conform to the following instructions: Use only 11-point Arial-type font on single-sided, single-spaced sheets; place the Principal Investigator's name (Last, First Middle Initial) as a header on each page (except the Face Page); number all pages consecutively; leave a half-inch margin on all sides, and abide by page limitations noted in these instructions. Please visit our website at www.yalewhr.org for a copy of these application instructions and referenced forms. **If you have any questions, please contact the Program Office at 203-764-6600 early in the grant preparation cycle.**

1. **FACE PAGE:** Use the *Women's Health Research at Yale* Face Page Form and complete all information. *Original signatures required.*
2. **TABLE OF CONTENTS:** Use form provided.
3. **ABSTRACT, WORK LOCATION, AND PERSONNEL:** Use form provided. Provide an abstract describing the project. Include work location(s); list all Key Personnel (include Principal Investigator, co-investigators, and Other Significant Contributors) with organization and departmental affiliation(s); list percent and calendar month effort(s), and respective role(s) on the proposed project for each. Provide areas of expertise required by reviewers. Use an additional sheet if necessary and label 3a.
4. **BUDGET:** Use NIH budget form pages (forms 4 & 5) provided in PHS 398 Rev. 11/07 (budget forms are also available on our website). Provide percent effort as well as calendar month effort for all personnel. Provide specific costs for each line item where applicable. For a two-year grant, an inflation rate of 3% is acceptable for second-year salary and expense figures. However, the budget, in total direct costs, cannot exceed \$50,000 for either a one- or a two-year budget period. Please note: indirect costs will not be provided. *Budget not to exceed two (2) pages.*
5. **BUDGET JUSTIFICATION:** Use PHS 398 (Rev. 11/07) Continuation Page. Provide a written justification for all personnel, their percent effort, and their specific role on the project (include Other Significant Contributors not requesting salary compensation). Provide dollar amounts and a brief, clearly written justification for all items for which funding is requested. Only publication, presentation and travel costs directly related to the proposed project will be considered for funding. *Expenses for travel to professional meetings are not allowed. The Program discourages the use of monies from this grant to purchase high-cost equipment. LIST DIRECT COSTS ONLY.* Include a paragraph labeled **Cost-sharing** if reduced costs can be demonstrated by using existing resources to offset the expenses of the project. *Budget Justification not to exceed two (2) pages.*
6. **PRACTICAL BENEFIT FOR WOMEN'S HEALTH:** Use PHS 398 (Rev. 11/07) Continuation Page. Clearly state the issue in women's health that motivates this proposal. Identify the population(s) who would benefit as a consequence of this project. Include a clear measure of women's health (ex: longer life span) that might be affected by the results of this project. In terms of this measure, assess the degree to which women's health might be improved as a consequence of this project. Describe the methods for improving women's health (e.g., treatment, intervention, prevention) that might result from this project, and present the logical connection between these methods and the hypotheses under investigation. Include time frame to realize stated benefits to women's health. *Not to exceed one (1) page.*
7. **RESEARCH PLAN:** Use PHS 398 (Rev. 11/07) Continuation Page. Include each of the following sub-headings in the order below and **BOLD** those in the text. *Research plan not to exceed six (6) pages.* Illustrations, photographs and/or graphs are included within these page limitations.
 - I. **SPECIFIC AIMS:** State the specific aims of the proposal. Include time frame to achieve the stated research goals.
 - II. **BACKGROUND AND SIGNIFICANCE:** Provide experimental rationale and significance of your research goals, including theoretical and empirical context.
 - III. **PRELIMINARY DATA:** Present preliminary data supporting project goals.
 - IV. **DESIGN AND METHODS:** Clearly state hypotheses, a well-devised methodology, a description of techniques or behavioral assays including assessments of reliability and/or accuracy, a clear data

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analytic plan for testing hypotheses, a justification of sample size, and a careful consideration of possible problems and/or confounding variables. Include one paragraph entitled **External Funding** on how this research may lead to additional funding.

OTHER PAGE LIMITATIONS:

8. **LITERATURE CITED:** List first three authors followed by *et al*, complete title, journal, volume, page(s), and year. *Not to exceed two (2) pages.*
9. **BIOGRAPHICAL SKETCH & OTHER SUPPORT:** Include NIH-style Biographical Sketch and Other Support for all Key Personnel. Use forms in PHS 398 Rev. 11/07 and follow NIH instructions for completion. If no Other Support, indicate "None." *Not to exceed four (4) pages in length for each Key Personnel.*

OTHER CONSIDERATIONS:

10. **LETTERS FROM CONSULTANTS/COLLABORATORS:** Include letters of support from all Other Significant Contributors (e.g. consultants/collaborators) describing their support and relationship to the project.
11. **APPENDICES:** *No appendices, publications, or additional attachments will be accepted.*
12. **HUMAN SUBJECTS:** No application involving human subjects, tissues, or cell lines will be accepted for funding without a Yale Internal Review Board (IRB/HIC) number, Yale-affiliated hospital's IRB number, or letter of exemption. For information regarding IRB/HIC guidelines, contact the appropriate IRB/HIC Office.
13. **ANIMAL SUBJECTS:** No research involving animals will be accepted for funding without an Institutional Animal Care and Use Committee (IACUC) number if research conducted at Yale or by Yale investigators. No animal research conducted at a Yale-affiliated hospital will be funded without the appropriate affiliated Institutional Review Board approval. No animal research conducted at any location will be funded without IACUC approval.

APPLICATION APPROVAL PRIOR TO SUBMISSION:

Prior to submission, review is not required by the Yale Grant and Contract Office, only by department business office managers and chairs for budget approval and signature(s). (*A ProSum form is not required.*)

APPLICATION REVIEW PROCESS:

Full applications received by the Program Office are peer-reviewed. The Program, with the assistance of its Scientific Review Committee, will conduct the final review. ***The Program does not provide critiques for unfunded proposals. Announcements of grant award(s) are anticipated in June 2009.***

SUBMISSION:

Complete applications must be received by Monday, March 2, 2009, at 12:00 noon.

NO EXTENSIONS WILL BE GRANTED. *Applications that do not meet the above guidelines will be returned to the applicant without review.*

Applicants must submit:

1. one (1) original application;
2. six (6) copies of the full application; and
3. one (1) CD containing an electronic copy of the entire grant application (including letters of support); the electronic copy must be downloadable to a PC using Adobe Acrobat software (PDF).

Please make sure the original, the copies and the electronic copy of the application are complete. Deliver all materials above to *Women's Health Research at Yale*, 135 College Street, Suite 220, New Haven, CT 06510, Attention: Research & Grant Administrator (Phone: 203.764.6600).

Pilot funding is offered through our grant-making arm, *The Ethel F. Donaghue Women's Health Investigator Program at Yale*. For assistance and questions regarding the application process, please contact the Program Office at 203.764.6600 or email us at whresearch@yale.edu. For a copy of these instructions and the full application forms, visit our website: www.yalewhr.org.