Request for Proposals (RFP)
Hemostasis and Thrombosis Research Society (HTRS)
2017 HTRS Mid-Career Research Award (MCRA) Program

- **2017 MCRA Letters of Intent are due October 14, 2016 by 6:00 p.m. ET**
- **2017 MCRA Full Proposals are due January 16, 2017 by 6:00 p.m. ET**

About HTRS

Incorporated as a nonprofit organization in 1994, the Hemostasis and Thrombosis Research Society (HTRS) is a North American professional medical society dedicated to advancing care for people with bleeding and thrombotic disorders through investigator-initiated research, mentoring, and continuing medical education. To learn more about HTRS, visit www.htrs.org.

About the 2017 HTRS Mid-Career Research Award Program

The HTRS Mid-Career Research Award (MCRA) Program provides financial support for mid-career investigators pursuing clinical, translational, or basic science research projects in hemostasis and/or thrombosis. Applicants must be working in the United States or Canada for the duration of the proposed project.

Eligible investigators must be:

a. Mid-career physician-scientists (MD, MD/PhD, or DO)
   OR
b. Mid-career PhD researchers proposing collaborative projects with at least one other eligible mid-career physician-scientist

"Mid-career physician-scientists" are defined by HTRS as being at least eight years (but not more than 15 years) out of fellowship as of the deadline of the Letter of Intent. The typical applicant will be an associate professor or early professor. A mid-career PhD researcher must be at least eight years (but not more than 15 years) out of post-doctoral fellowship as of the deadline of the Letter of Intent, and must be working with at least one other eligible mid-career physician-scientist.

All applicants must be employed at academic research institutions (applicants working for commercial research laboratories are not eligible to apply).

Ineligible applicants include previous recipients of National Institutes of Health (NIH) Research Project Grants (R01), NIH Program Project Grants/Center Grants (P-Series), NIH U-Series Grants for collaborative research, or equivalent grants from the NIH or elsewhere. Applicants with NIH K-Series Grants (or the equivalent) may apply during the final two years of the K-award or up to two years after the end of their K-award, but are no longer eligible if more than two years have passed since the end of their K-award. Applicants should contact HTRS at htrs@bcw.edu with questions about previous grants received and how they might affect eligibility. For additional information regarding eligibility requirements, see page 3 of this RFP.

The goals of the MCRA Program are to:

1. Provide financial support for talented mid-career physician-scientists to enable them to **transition from mentored research to full research independence**.

2. **Combat the shortage of skilled academic researchers in benign hematology** by supporting mid-career physician-scientists in the U.S. and Canada at a critical juncture in their academic research careers. Upon the completion of a project funded by the MCRA Program, the recipient should be ready to apply for a large-scale grant to expand their research in hemostasis and/or thrombosis such as an NIH R01, NIH R34, or the equivalent from another agency such as the American Heart Association or the Canadian Institutes of Health Research (CIHR).

3. **Advance the science underlying the clinical management of hemostasis and thrombosis disorders** by supporting research to improve the health and well being of people living with these disorders in the U.S. and Canada.

Preference will be given to applicants who address critical issues in hemostasis and/or thrombosis in their projects, such as those mentioned in the NHLBI Strategic Research Priorities document (which is still in draft stage, following public comment):
http://www.nhlbi.nih.gov/sites/www.nhlbi.nih.gov/files/020316DSRPPublicCommentVersion-FINALB.pdf

The grant period for research projects funded through the 2017 MCRA Program is two academic years, from July 1, 2017 through June 30, 2019. (The administrative program cycle for the 2017 MCRA Program is July 1, 2017 through December 31, 2019.)

The maximum MCRA for 2017 is $108,000 (USD). This includes a maximum of $100,000 for direct research project costs ($50,000 per year) plus an additional maximum of $8,000 (8% of $100,000, or $4,000 per year) for the recipient institution's indirect costs. (See "Use of MCRA Funds" on page 4 of this RFP for more information regarding fringe benefits and indirect costs.)

An applicant's two-year MCRA project budget, including program management fees/indirect costs of up to $8,000, may not exceed and should be as close as possible to a grand total of $108,000 (USD).

Application for a 2017 MCRA is a two-step process:

Step 1: Mandatory Letter of Intent

Applicants are required to submit a Letter of Intent addressed to the HTRS Scientific Review Committee. The goal of the Committee is to invite all applicants submitting Letters of Intent to submit Full Proposals unless eligibility requirements are not met, or the Letter of Intent does not meet the criteria defined in this RFP.

Letters of Intent will be used by HTRS to guide the recruitment of appropriate expertise to the study review section. Thus, it is in the applicant's best interest to submit an informative Letter of Intent. Please note that the project outlined in the Letter of Intent must be substantially the same as the project described in the Full Proposal.

The deadline to submit Letters of Intent to the 2017 MCRA Program is October 14, 2016 by 6:00 p.m. ET. For complete preparation and submission instructions for the Letter of Intent, see page 8 of this RFP.

Step 2: Full Proposal Submission

Upon review of all Letters of Intent, HTRS will contact the applicants to confirm that a Full Proposal submission is requested. The deadline to submit 2017 MCRA Full Proposals is January 16, 2017 by 6:00 p.m. ET. For complete preparation and submission instructions for the Full Proposal, see page 9 of this RFP.

Applicant Eligibility Requirements

Basic Requirements

Eligible applicants must be employed at a university, hospital, hemophilia and/ or thrombosis treatment center, or other non-commercial research institution in the U.S. or Canada (applicants working for commercial research laboratories are not eligible to apply).

Eligible applicants are:

- Mid-career physician-scientists (MD, MD/PhD or DO) committed to academic research careers in benign hematology (or careers that have a substantial component of, or overlap with, the disciplines of hemostasis and/or thrombosis, such as obstetrics/gynecology, adolescent medicine, neonatology, etc.). "Mid-career physician-scientists" are defined by HTRS as being at least eight years, but not more than 15 years, out of fellowship as of the deadline for the Letter of Intent.
  OR
- Mid-career PhD researchers who are proposing collaborative research projects with at least one other eligible mid-career physician-scientist. "Mid-career PhD researchers" are defined as being at least eight years, but not more than 15 years, following completion of a post-doctoral fellowship as of the deadline for the Letter of Intent.

Ineligible applicants include:

- Previous recipients of National Institutes of Health (NIH) Research Project Grants (R01), NIH Program Project Grants/Center Grants (P-Series), NIH U-Series Grants for collaborative research, or equivalent grants from the NIH or elsewhere. Applicants with NIH K-Series Grants (or the equivalent) may apply during the final 2 years of the K-award, but are no longer eligible if 2 or more years have passed since the end of their K-award. Applicants should contact HTRS at htrs@bcw.edu with questions about previous grants received and how they might affect eligibility.
- The MCRA is not intended to be a bridge mechanism for established investigators, but to help mid-career investigators make the transition to full research independence.

Additional Applicant Eligibility Requirements

- Applicants are required to be HTRS Core members in good standing. (For more information about becoming an HTRS Core member, visit www.htrs.org.)
- U.S. or Canadian citizenship is not required, but investigators must work in the U.S. or Canada for the duration of the grant period.
- Applicants must be able to devote at least 20% of their total time to the MCRA project, which may be supported in full or in part by the award funds.
- Previous HTRS Clinical Fellowship Award, HTRS Mentored Research Award, HTRS/ATHN DREAM Award, and THSNA (Thrombosis and Hemostasis Societies of North America) Mentored Research Award recipients may apply as long as they meet the stated eligibility criteria.

Project Eligibility Requirements

Eligible research projects must involve a substantial component of hemostasis and/or thrombosis. Examples include, but are not limited to, research in hemophilia, deep vein thrombosis (DVT), coagulation in sickle cell disease, mild or rare bleeding disorders, or uterine hemostasis relevant to heavy menstrual bleeding. Other topics may be considered as long as they have a substantial component of, or overlap with, the disciplines of hemostasis and/or thrombosis (such as obstetrics/gynecology, adolescent medicine, neonatology, etc.).

Eligible research projects include:

1. Clinical/Translational projects, including, for example, epidemiological studies or translational studies with or without a secondary component of laboratory work
   OR
2. Translational/Basic Science projects, including, for example, molecular biology, physiology, pharmacology, biomarker or translational studies where the primary emphasis is a laboratory component

Available Funding

The maximum MCRA for 2017 is $108,000 (USD). This includes a maximum of $100,000 for direct research project costs ($50,000 per year) plus an additional maximum of $8,000 (8% of $100,000, or $4,000 per year) for recipient institution's indirect costs. (See "Use of MCRA Funds" on page 5 of this RFP for more information regarding fringe benefits and eligible indirect costs.) An applicant's two-year MCRA project budget, including indirect costs of up to $8,000, may not exceed and should be as close as possible to a grand total of $108,000 (USD).

Funding will be distributed by HTRS to the recipient institution in three payments:

- First payment (50%, or $54,000) after the signing of the Grant Agreement contract by all parties
- Second payment (40%, or $43,200) contingent upon the acceptance by HTRS of a formal 12-month Progress Report describing research conducted during the first year of the award
- Third payment (10%, or $10,800) contingent upon the acceptance of the Final Report, after completion of the entire grant period

Instructions for reporting requirements are communicated to successful applicants in their award notification letters and Grant Agreement contracts.

MCRAs are funded by HTRS and/or medical education grants to HTRS from the U.S. pharmaceutical industry. Successful applicants whose awards are supported in whole or in part by industry are required to acknowledge the support of both HTRS and their industry supporter, if applicable, in award-related publications and presentations. Specific instructions for supporter acknowledgment are communicated to investigators in their award notification letters and Grant Agreement contracts.

HTRS reserves the right to postpone decisions regarding the 2017 MCRA Program and/or cancel any or all 2017 MCRAs prior to announcing awards based on the status of fundraising for the Program.

Use of MCRA Funds

MCRA grant funds (a grand total of $108,000) may only be applied to costs associated with proposed research projects. These costs include, but are not limited to:

1. Direct Project Costs not to exceed $100,000, including:
    - Full or partial support for salary and fringe benefits for the investigator or other key project personnel (laboratory technicians, statisticians, etc.)
    - Equipment and supplies necessary to conduct the research project
    - Registration, travel, and lodging fees for the investigator to attend a well-recognized national or international professional meeting during the duration of their project or in the year immediately following the grant period to present the progress or results of their MCRA-funded research. (MCRA funds may not be used to cover registration, travel, or lodging expenses to attend professional meetings outside of the above mentioned meeting, unless specifically approved by HTRS in advance as essential to the investigator's project outcome.)

2. Indirect Costs not to exceed $8,000, including:
    - Lab fees, facility fees, or other costs related to the management of the funded research program by the recipient institution. The line item for indirect costs may not exceed 8% of the $100,000 allocated to support the direct costs of the project, or $8,000 over two years (or $4,000 per year). An applicant's two-year MCRA project budget, including indirect costs up to $8,000, may not exceed and should be as close as possible to a grand total of $108,000 (USD).

Current and Pending Support Requirements

MCRA applicants are required to report all current and pending funding sources for their proposed projects in the Full Proposal narrative, budget, and their NIH Biosketch. Applicants are encouraged to apply to their institutional Office of Sponsored Research (OSR) for supplemental funds and support. However, in the event that additional funding becomes available to cover the applicant's salary/benefits or other direct research costs, applicants will be asked to provide documentation to HTRS that line items supported by the MCRA Program do not overlap with support provided by other grants. If the new funding covers all or substantially all of the costs of the project, any MCRA grant funds that remain unused must be returned to HTRS. Specific details of this requirement are included in the Grant Agreement contract.

Presentation Requirements for MCRA Investigators

Investigators are required to make a good faith effort to present information about their research progress or outcomes at a well-recognized national or international professional meeting during the two-year grant period or in the year immediately following the grant period. The investigator is encouraged to select the HTRS Scientific Symposium as the meeting of choice to fulfill this requirement, with the Thrombosis and Hemostasis Societies of North America (THSNA) Summit as a second choice. Funds to support conference registration fees, travel, and lodging to attend this meeting should be figured into the total MCRA grant budget. Instructions for acknowledging HTRS and, if applicable, any industry supporters in such presentations, will be included in the successful applicant's notification letter and Grant Agreement contract.

Other Conditions and Responsibilities

Submission of a 2017 MCRA Letter of Intent and Full Proposal implies acceptance of the following conditions by the applicant and the recipient institution:

1. Focus of the MCRA Award. The principal focus of the MCRA is to enable the investigator to further his/her clinical, translational, or basic science research in hemostasis and/or thrombosis and transition into full research independence. It is expected that grant recipients shall devote at least 20% of their total time to the MCRA project.

2. Required Grant Agreement Contract. Upon notification of receipt of an MCRA, the investigator is responsible for providing HTRS with the name and contact information of the appropriate financial or legal representative at the recipient institution who should receive the Grant Agreement contract. The investigator, the recipient institution's representative, and the HTRS Co-Executive Directors are required to sign the Grant Agreement contract, prepared by HTRS, before award funds can be dispersed.

3. Change in Status. The investigator is responsible for providing HTRS with written notice of any change in status related to their project or career path at any time during the course of the grant period. Change in status notification letters are subject to review and approval by HTRS. While most change requests are negotiable, it should be noted that a change in career direction from an academic research institution to commercial research laboratory, for example, is not permitted per MCRA eligibility requirements and will result in the investigator returning the balance of his/her MCRA funding to HTRS. The exact conditions and instructions for submitting a change in status report are outlined in the Grant Agreement contract.

4. Award Administration. The day-to-day administration of MCRA award funds is the responsibility of the recipient institution's OSR or hospital research department. As such, the recipient institution issues award funds as outlined in the approved project budget according to its own procedures and payment schedules. Funds are not sent to investigators directly.

5. Requirements Regarding Rights of Human Subjects. The recipient institution is responsible for protecting the rights and welfare of all human subjects participating in the MCRA-funded research activity. Investigators requesting MCRA funds for research involving human subjects are required to submit written evidence of Institutional Review Board (IRB) approval, along with written evidence of their institution's Federalwide Assurance (FWA) number (for U.S. investigators) and renewal date to HTRS before funding can be awarded. These approvals must be in place for the duration of the grant period in

order to continue to receive MCRA funding from HTRS and will be appended to the fully executed Grant Agreement contract. Written evidence of continuing IRB approval and FWA renewal (FWA renewal is every five years) will need to be submitted with each Progress Report to confirm continued coverage.

6. Requirements Regarding Animal Studies. The recipient institution is responsible for protecting the welfare of animals involved in the MCRA-funded research activity. Investigators requesting MCRA funds for research involving animals are required to submit written evidence of Institutional Animal Care and Use Committee (IACUC) approval, along with a copy of their institution's Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) International accreditation to HTRS before funding can be awarded. These approvals must be in place for the duration of the grant period in order to continue to receive MCRA funding from HTRS and will be appended to the fully executed Grant Agreement contract. Written evidence of continuing IACUC approval and AAALAC accreditation (AAALAC review is every three years) will need to be submitted with each Progress Report to confirm continued coverage.

7. Acknowledgment of HTRS and Pharmaceutical Company Support: Any publications, abstracts/posters, or presentations resulting from the investigator's MCRA-funded research must acknowledge both the support of HTRS and, if appropriate, any pharmaceutical industry supporters, as outlined in the award notification letter and the fully executed Grant Agreement contract. Investigators are required to provide HTRS with a copy of any publications, abstracts, or presentations resulting from their MCRA-funded research during and after the grant period with the appropriate acknowledgments listed.

8. Required Reports. Per the fully executed Grant Agreement contract, investigators are required to submit two formal reports using templates provided by HTRS: 1) a Progress Report describing the first year of MCRA-funded research, and 2) a Final Report to be submitted within three months of the completion of the grant period. HTRS is required to share these reports with any applicable pharmaceutical company supporters. As such, investigators should prepare their reports to include supporter acknowledgment as outlined in their Grant Agreement contracts.

   Required reports also include a list of any publications, abstracts/posters, or presentations resulting from the MCRA-funded research, with copies of publications, abstracts, or presentations appended. Investigators accept primary responsibility for understanding when reports are due and for following submission instructions provided by HTRS.

   a. Progress Report: This report consists of two parts: a Narrative Report of progress made during the first year of MCRA-funded research prepared by the investigator, and a financial report outlining first year expenses prepared by the recipient institution's OSR or hospital research department. Both reports must be submitted using the required templates provided by HTRS to the investigator and recipient institution upon full execution of the Grant Agreement contract.

      The second payment of the Grant is contingent upon: 1) satisfactory progress having been made during the first year, as determined by HTRS, per the hypotheses and aims outlined in the original application, and 2) acceptance by HTRS of first year expenses as submitted by the recipient institution's OSR or hospital research department, compared to the most current approved version of the project budget. Unless other arrangements are made in advance, HTRS reserves the right to delay or withhold the second payment if: 1) the Progress Report is not submitted by the deadline listed in the Grant Agreement contract, or 2) evidence of satisfactory

progress, as determined by the HTRS Scientific Review Committee, has not been made on the Project's aims.

b. Final Report: This report consists of two parts: a narrative report of progress made over the entire grant period and a financial report outlining expenses incurred during the entire grant period. Both reports must be submitted using the required templates provided by HTRS to the investigator and recipient institution upon full execution of the Grant Agreement contract.

   The third and final payment of the Grant is contingent upon: 1) satisfactory progress having been made during the grant period as determined by HTRS, per the hypotheses and aims outlined in the original application; and 2) acceptance by HTRS of project expenses submitted by the recipient institution's OSR or hospital research department compared to the most current approved version of the project budget. Unless other arrangements are made in advance, HTRS reserves the right to delay or withhold funds for the third and final payment if: 1) the Final Report is not submitted by the deadline listed in the Grant Agreement contract, or 2) evidence of satisfactory progress, as determined by the HTRS Scientific Review Committee, has not been made on the Project's aims.

Preparing a Letter of Intent

Letters of Intent are a mandatory first step in the MCRA submission process. Applicants are required to follow all formatting instructions and to incorporate both the required Application Form and the Letter of Intent Narrative (described below) into one PDF document and submit it to htrs@bcw.edu on or before October 14, 2016 by 6:00 p.m. ET.

Components of a Complete Letter of Intent

1. **Application Form**

   Applicants are required to complete the Application Form available in writable PDF format at www.htrs.org. Applications that do not include this required form will not be accepted.

2. **Letter of Intent Narrative** (3 pages maximum, excluding references)

   The three-page Letter of Intent narrative, addressed to the HTRS Scientific Review Committee, should include the points listed below (a-g).

   The MCRA committee will use these sections to determine applicant eligibility and to recruit appropriate expertise to the study section to improve the likelihood that proposed fields of research are adequately represented within the study section. Thus, it is in the applicant's best interest to be as informative as possible to facilitate this process.

   a. Statement of the applicant's overall scientific career goals and how the proposed MCRA project will facilitate the accomplishment of these goals. Applicants who are not working primarily as hematologists, but whose careers are in other disciplines that have a substantial component of, or overlap with the disciplines of hemostasis and/or thrombosis (e.g. obstetricians/gynecologists),

must include not only the relevance of their proposed research to their career, but also how the disciplines of hemostasis and/or thrombosis overlap with, and have substantial relevance to, their career.

b. The significance and relevance of the project, including the potential of the project to generate new knowledge and how the project will lead to NIH or equivalent large-scale funding.*
c. Hypotheses and aims/objectives of the proposed research.
d. The research plan. Please provide a clear description of how research will proceed.
e. Statistical plan and/or considerations. Statistical considerations and feasibility for the project must be addressed in the Letter of Intent, if only preliminarily. Briefly describe any preliminary data that you plan to include in the Full Proposal, as applicable.
f. A brief description of the appropriateness of the research environment as it pertains to the research project.

*Preference will be given to applicants who address critical issues in hemostasis and thrombosis in their Letters of Intent, such as those mentioned in the NHLBI Strategic Research Priorities document (which is still in draft stage, following public comment): http://www.nhlbi.nih.gov/sites/www.nhlbi.nih.gov/files/020316DSRPPublicCommentVersion-FINALB.pdf

Formatting Instructions for the Letter of Intent Narrative

Applicants with questions related to the formatting instructions below should contact HTRS at htrs@bcw.edu no later than one week in advance of the Letter of Intent deadline of October 14, 2016 at 6:00 p.m. ET. Submitted Letters of Intent will be deemed ineligible if these instructions are not followed.

1. Limit the Letter of Intent Narrative to a maximum of three pages, excluding references.
2. Letter of Intent Narrative references:
    a. May be listed separately from the Narrative but should not exceed two additional pages
    b. Must be relevant
    c. Must be listed in the order in which they appear in the Letter of Intent
    d. Must list more than just the first author
    e. Must have applicant's name bolded and mentors' names underscored
3. Use an NIH-approved font (Arial, Georgia, Helvetica, or Palatino Linotype), no less than 11 points in size, and 1-inch page margins for the Narrative and references.
4. Single or double spacing is acceptable.
5. Only generic names of products/services are allowed; names of brand names and specific companies should not be used.

Letter of Intent Review

Letters of Intent will be used by HTRS to guide the recruitment of appropriate expertise to the study review section. Thus, it is in the applicant's best interest to submit an informative Letter of Intent. Please note that the project outlined in the Letter of Intent must be substantially the same as the project described in the Full Proposal.

Letter of Intent applications that meet all of the stated eligibility requirements and criteria that are submitted on or before October 14, 2016 at 6:00 p.m. ET will be reviewed and may be invited to submit a Full Proposal.

Preparing a Full Proposal

Applicants are required prepare their Full Proposals as one PDF document and submit to htrs@bcw.edu on or before January 16, 2017 at 6:00 p.m. ET.

Components of Complete Full Proposal

1. **Application Form**

   Full Proposal applicants are required to update the Application Form originally submitted with their Letter of Intent and include it as part of their Full Proposal. Applications that do not include this required form will not be accepted.

2. **Background and Career Description Statement** (2 pages maximum)

   a. Description of the applicant's background and preparation for the proposed research.
   b. Statement of the applicant's overall scientific career goals and how the proposed MCRA project will facilitate the accomplishment of these goals. Applicants who are not working primarily as hematologists, but whose careers are in other disciplines that have a substantial component of, or overlap with the disciplines of hemostasis and/or thrombosis (e.g. obstetricians/gynecologists), must include not only the relevance of their proposed research to their career, but also how the disciplines of hemostasis and/or thrombosis overlap with, and have substantial relevance to, their career.

3. **Project Narrative** (10 pages maximum, excluding references)

   The Project Narrative should address the following points. Reviewers will use these points as guidelines to assess the Full Proposal narrative.

   a. The significance and relevance of the project, including the potential of the project to generate new knowledge and how the project will lead to NIH or equivalent large-scale funding.*
   b. A clear statement of the hypothesis and specific aims/objectives for the proposed research, including a description of how those aims/objectives will be reached.
   c. Experimental design and methodology, including potential limitations and a description of future studies to be pursued. The project design should be appropriate to test proposed hypotheses. Project methods should support proposed aims. Preliminary data, if any, should be included.
   d. Statistical plan and feasibility analysis, with patient or sample numbers and statistical methods identified.
   e. If the research proposal requires additional funds, the narrative should describe the source of this funding (obtained or applied for) and should include a brief discussion of alternatives if funding is not secured.
   f. Human subject or animal protections should be appropriately described, if applicable.
   g. The application must clearly describe the nature of any professional collaborations and how this may affect the outcomes of the project. Brief letters of support should be appended to the application from all collaborators and/or co-investigators highlighting how their expertise will bring value to the proposed project.
   h. A brief description of the quality of the research environment as it pertains to the project.

The project outlined in the Full Proposal must be substantially the same as the project described in the Letter of Intent.

*Preference will be given to applicants who address critical issues in hemostasis and thrombosis in their Letters of Intent, such as those mentioned in the NHLBI Strategic Research Priorities document (which is still in draft stage, following public comment):
http://www.nhlbi.nih.gov/sites/www.nhlbi.nih.gov/files/020316DSRPPublicCommentVersion-FINALB.pdf

4. **Project Budget**

   The following expenses are permitted by HTRS as part of the project budget, which may not exceed (and should preferably be equal to) a total of $108,000. Full Proposal applicants are required to use the budget template provided by HTRS. Please provide a narrative explanation of each line item requested.

   a. Salary and fringe benefits for the applicant proportional to his/her percent effort on the project.
   b. Salary and fringe benefits for key personnel required to implement the research project.
   c. Equipment and supplies necessary to fulfill the project's specific aims
   d. Indirect costs not to exceed $8,000, including lab fees, facility fees, or other costs related to the management of the funded research program by the recipient institution. The line item for indirect costs may not exceed 8% of the $100,000 allocated to support the direct costs of the project, or $8,000 over two years (or $4,000 per year). An applicant's two-year MCRA project budget, including indirect costs up to $8,000, may not exceed and should be as close as possible to a grand total of $108,000 (USD).
   e. Travel expenses directly related to presenting MCRA-funded research or implementing the proposed research. Successful applicants are required to present their research findings at a well-recognized national or international professional meeting during the duration of their project or in the year immediately following the grant period. Conference registration, travel, and lodging fees should be written into the project budget for this purpose.
   f. Patient care costs if required for the study and not covered by third-party payments
   g. Human subjects payments
   h. Consultant costs for statistical or data management support

5. **Letter of support** from the current department chairperson supporting the applicant's research and committing institutional support for the proposed project. This letter should include a statement of commitment to preserve and protect at least 20% of the applicant's total time for the proposed project. Due to the overall award cap ($108,000 (USD), an institutional commitment to match the proposal with uncompensated time and effort will be viewed favorably, as this will allow more of the grant budget to be spent on supplies, reagents, clinical research support, and other applicable project costs (i.e. <20% salary and fringe for the investigator is allowable in the project budget, but any remainder of the ≥20% salary and fringe should be accounted for in this letter of support).

6. A copy of the **applicant's current NIH Biosketch**

7. **Letters of support** and **NIH Biosketches** for any collaborators and/or co-investigators.

Full Proposal Formatting Instructions for the Career Goals Statement and Project Narrative

If the applicant has questions related to the formatting instructions below, please contact HTRS at htrs@bcw.edu no later than one week in advance of the Full Proposal deadline of January 16, 2017 by 6:00 p.m. ET. Submitted Full Proposals will be deemed ineligible if these instructions are not followed.

1. Limit the career goals statement to a maximum of two pages.
2. Limit the project narrative to a maximum of ten pages, excluding references.
3. Project narrative references:
   a. May be listed separately from the narrative but should not exceed two additional pages
   b. Must be relevant
   c. Must be listed in the order in which they appear in the Full Proposal
   d. Must list more than just the first author
   e. Must have applicant's name bolded and mentors' names underscored
4. Use an NIH-approved font (Arial, Georgia, Helvetica, or Palatino Linotype), no less than 11 points in size, and 1-inch page margins.
5. Single or double spacing is acceptable.
6. Only generic names of products/services are allowed; names of brand names and specific companies should not be used.

Full Proposal Review Process

Full Proposals submitted on or before January 16, 2017 at 6:00 p.m. ET will be reviewed by the HTRS Scientific Review Committee using an NIH-style peer review process. Any reviewer with a direct conflict of interest (such as involvement in any applicant's proposed project) is recused from the entire review process. Any reviewer with an indirect conflict of interest (such as a close personal or professional relationship with any applicant, or previous involvement in any applicant's research) is recused from reviewing the specific application in question.

The HTRS Scientific Review Committee performs the best possible Full Proposal review based on data submitted by each applicant. The Committee's goal is to select the most competitive proposals for funding. HTRS regrets that due to the limited funding, we are unable to award grants to all applicants. Final funding approval is granted by the HTRS Board of Directors.

Announcement of Award Recipients

The announcement of 2017 MCRA award recipients will be made in April 2017 for grant projects beginning on July 1, 2017 and running through June 30, 2019. (The administrative program cycle for the 2017 MCRA Program is July 1, 2017 through December 31, 2019.) Award funds will be disbursed within 30 days of the date of execution of the legal Grant Agreement contract between HTRS and the recipient institution.

Questions?

Questions about the MCRA Program should be directed to HTRS at htrs@bcw.edu or (414) 937-6569.