

The Larry L. Hillblom Foundation (LLHF)
APPLICATION FOR FELLOWSHIP GRANT
YEAR 2008 FUNDING CYCLE

MAXIMUM FUNDING: \$60,000 per year

DURATION OF THE AWARD: Up to three (3) years, subject to annual Foundation Approval. Grant is non-renewable.

MAXIMUM ALLOWABLE INDIRECT COSTS: 10%, included in the total grant

ANTICIPATED START DATE: July 1, 2008

INSTRUCTIONS/REQUIREMENTS FOR FULL APPLICATION:

- I. Complete the Hillblom Foundation Grant Application Cover Page. Do not send a scanned copy. The cover page is available on the Hillblom Foundation Grant Management System at: <http://grants.llhf.org>**

COMPLETE THE FOLLOWING IN THE ORDER OUTLINED:

II. Requirements of the Mentor/Host Institution:

The applicant for the Fellowship Grant must have the support of his or her departmental chair or center director, who is required to provide the following assurances (3 pages maximum):

- 1) The mentor's name, position title and full address (including phone, fax and email).
- 2) Full CV of the mentor (not included in page restriction listed above)
- 3) Please provide a list of fellows previously trained by the mentor, the dates of their fellowships and their current appointments and status. Please provide the address and contact telephone number of the last three fellows who may be contacted for letters to describe their mentoring experience.
- 4) Please indicate the sources and quantity of other funds that will be used by the mentor or have been applied for to fund the research project (years one, two and three).
- 5) Describe the fellow applicant's past training and potential for independent research.
- 6) Please describe the training aspects of this program. How will the mentor train the fellow? What courses will the fellow have available on research training? How will the mentor assess the development of the fellow?

- 7) Describe how the host institution and the mentor will provide appropriate infrastructure or physical resources to the fellow (computer access, personal work space, laboratory space, access to core facilities, library use, research training classes etc).

III. Requirements of the Fellowship Applicant:

- 1) **Compatibility to Larry L. Hillblom Foundation Goals** (1 page maximum): Clearly elucidate how the research proposal fits within the funding areas identified by the Foundation. Specifically state how the proposed research project meets the application criteria as listed on our website (www.llhf.org) under “General Criteria for Grant Making”.
- 2) **Summary of Proposal in Lay Terms** (1 page maximum): Provide a summary for reviewers not trained in science, describing the Fellowship Grant, the project goals and the objectives that you hope to accomplish.
- 3) **The Research Plan** (7 pages maximum): Please include Specific Aims (1 page), Background (1 page), Preliminary Data and Research Plan (5 pages) – Please use this space to outline how this plan is complimentary but distinct from the currently funded work of the researcher, if applicable? Describe the stated research methods and statistical analysis. Please see <http://www.llhf.org> for further fellowship grant criteria.
- 4) **The Time Line** (2 page maximum): Outline the planned time line for each of the research objectives/specific aims.
- 5) **Cited References**: Include in full, all authors and publication titles in the order they appear in the application (not included in the page restrictions of the research plan).
- 6) **CV/Biosketch**: Provide an NIH style biosketch (up to 3 pages) for the applicant.
- 7) **Published Papers**: Please add up to 10 PDF files of published papers (do not include papers in review or not yet published) by the applicant. The PDF files of the published papers must be submitted via the Hillblom Foundation Grant Management System (<http://grants.llhf.org>) and should not be included in the body of the grant application. The published papers should be submitted by the publication title of the paper.

- 8) **Letters of Recommendation:** Submit two letters of recommendation, signed and on institution letterhead (not to include the mentor), electronically as part of this grant application.

IV. Budget Requirements:

- 1) **Please Note:** The Larry L. Hillblom Foundation has a 10% limit on indirect costs. Provide detailed budget and budget justification, using Hillblom Budget Forms (3 page maximum). The Hillblom Budget Forms are available on the Hillblom Foundation Grant Management System at: <http://grants.llhf.org>
- 2) **Restrictions to the Fellowship Grant budget are as follows:**
 - i. Personnel costs are restricted to the fellowship applicant.
 - ii. Maximum of \$5000 per year for equipment (must be itemized).
 - iii. Maximum of \$2500 per year on travel (including the Annual Hillblom Foundation Scientific Meeting).
 - iv. Supply costs are not allowed.
- 3) Please list all current active and pending funding for the applicant in the fellowship grant. Please indicate any overlap of the previously funded or pending grant support in the present application. Please explain how this will be resolved if this grant is funded.

V. Additional Requirements:

If this grant is funded the following must be provided to the Foundation (sent as hard copies) before funds can be made available:

- 1) Signed and dated original of the LLHF Grant Application Cover Page.
- 2) A copy of the current grant specific Institutional Review Board Approval, *if applicable*. The project title and PI must be referenced in the approval letter.
- 3) A copy of the current grant specific Animal Use and Care Committee Approval, *if applicable*. The project title and PI must be referenced in the approval letter.

VI. Formatting Requirements (consistent with NIH PHS 398 Guidelines)

1) **Font**

- Use an *Arial, Helvetica, Palatino Linotype or Georgia typeface and a font size of 11 points or larger*. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

- **Type density, including characters and spaces, must be no more than 15 characters per inch.**
 - **Type may be no more than six lines per inch.**
 - **Use black ink that can be clearly copied.**
 - **Print must be clear and legible.**
- 2) Page Margins**
- **Use *standard size (8 ½" x 11")* sheets of paper.**
 - **Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages.**
- 3) Application Paging**
- **The application must be single-sided and single-spaced.**
 - **Consecutively number pages throughout the application. Do not use suffixes (e.g., 5a, 5b).**
 - **Do not include unnumbered pages.**
- 4) Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes**
- **You may use a smaller type size but it must be in black ink, readily legible, and follow the font typeface requirement.**