

**Larry L. Hillblom Foundation (LLHF)**  
**APPLICATION FOR NETWORK GRANT**  
**YEAR 2008 FUNDING CYCLE**

**FUNDING AREAS:**           **Diabetes ONLY for 2008**  
**MAXIMUM FUNDING:**   \$100,000 per year up to \$500,000 per year  
**DURATION OF THE AWARD:** Up to four (4) years, subject to annual Foundation  
Approval; thereafter, renewable only by new  
competitive application.  
**MAXIMUM ALLOWABLE  
INDIRECT COSTS:**       **10%**, included in the total grant  
**ANTICIPATED START DATE:** January 1, 2009

**INSTRUCTIONS/REQUIREMENTS FOR FULL APPLICATION:**

*COMPLETE THE FOLLOWING, IN THE ORDER OUTLINED:*

- I. Complete the Hillblom Foundation Grant Application Cover Page, with an electronic signature and date. Do not send a scanned copy. The cover page is available on the Hillblom Foundation Grant Management System at <http://grants.llhf.org>
- II. Requirements of the Principal Investigator.
  - a. 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](http://www.llhf.org)) under “General Criteria for Grant Making”.
  - b. Summary of Proposal in Lay Terms (1 page maximum): Provide a summary for reviewers not trained in science, describing the network, the backgrounds of its participants and its goals, and the objectives that you hope to accomplish.
  - c. The Research Plan (15 pages maximum): Please include Specific Aims (2 pages), including which network participants are responsible for each aim. Background (2 pages), Preliminary Data and Research Plan (10 pages maximum) – Please use this space to outline how this network would operate and differ from a conventional grant

application. Describe the stated research methods and statistical analysis. Explain how this network would foster training and integration of participants in the network? Explain how this plan is complimentary but distinct from the work currently funded to the participating investigators? Please see <http://www.llhf.org> for further network grant criteria.

- d. **The Time Line** (2 pages maximum): Outline the planned time line for each of the research objectives/specific aims.
- e. **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).
- f. **CV/Biosketch**: Provide an NIH style biosketch (up to 4 pages) for the PI and co-PI's.
- g. **Published Papers**: Please add up to 10 PDF files of published papers (do not include papers in review or not yet published) by the participants in the network. 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 uploaded individually (in to the "Published Papers" icon) and be submitted by the publication title of the paper.

### III. Budget Requirements:

- 1) Provide detailed budget and budget justification, using Hillblom Budget Forms (use a maximum of three additional pages for the justification). The Hillblom Budget Forms are available on the Hillblom Foundation Grant Management System at: <http://grants.llhf.org>
- 2) Please provide the names and roles of all personnel for whom support is requested in the provided forms. Please outline requested costs including those for animals, consumables and services. Please provide details of any requested subcontracts. All requested support must be justified. **Please Note**: The Larry L. Hillblom Foundation has a 10% limit on indirect costs, included in the total grant.

Investigators are reminded that funds in Network Grants are available for:

- a. Personnel costs, which are restricted to those named and justified in the budget. **Please Note** - The PI must commit a minimum of 10% effort toward the LLHF Network Grant.

- b. Cross-training of network personnel.
- c. Operation of the research project, including project administration.
- d. Purchase of supplies and equipment for the conduct of the proposed research. All such purchases or proposed purchases must be itemized and justified in the budget.
- e. Travel expenses, which shall include attendance at the Annual Hillblom Foundation Scientific Meeting.

3) Restrictions:

- i. Personnel costs are restricted to those named and justified in the budget.
- ii. Maximum of \$2500 per year per PI and Co-PI on travel (including the Annual Hillblom Foundation Scientific Meeting).

IV. Please list all current active and pending funding for participants (PI and Co-PI's) in the network 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 Hillblom Foundation (sent as hard copies) before funds can be made available:

- a. The signed and dated original of the LLHF Grant Application Cover Page.
- b. 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.
- c. 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)

a. 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.

- b. 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.
- c. 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.
- d. 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.