

The Larry L. Hillblom Foundation (LLHF)

APPLICATION FOR START-UP GRANT

YEAR 2008 FUNDING CYCLE

FUNDING AREAS: Diabetes and Aging
MAXIMUM FUNDING: \$70,000 per year
HOST INSTITUTION PROVIDED FUNDING: \$30,000 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 Host Institution:

The applicant for the Start-Up Grant must have the support of his or her departmental chair or center director, who is required to provide the following assurances (three page maximum):

- 1) The applicant must be provided a faculty position.
- 2) The applicant must be provided with sufficient resources including an office, administrative support and equipment to complete the proposed studies.
- 3) The applicant must be provided sufficient protected time (80% or more) to pursue the proposed research.
- 4) Provide evidence to support the applicant's qualifications for independent investigation.

III. Requirements of the Applicant for the Start-Up Grant:

- 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 Start-Up 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 start-up 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.

IV. 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. **Please Note:** The Larry L. Hillblom Foundation has a 10% limit on indirect costs.
- 3) The budget must include the \$30,000 per year of support from the Host Institution, as outlined in the Hillblom Foundation Start-Up

Grant Criteria. The total budget should equal the requested funds plus the \$30,000 per year for a total not to exceed \$100,000 per year.

- 4) **Restrictions to the Start-Up Grant budget are as follows:**
 - i. Personnel costs are restricted to those named and justified in the budget.
 - ii. Maximum of \$25,000 per year for supplies (must be itemized).
 - iii. Maximum of \$5000 per year for equipment (must be itemized).
 - iv. Maximum of \$2500 per year on travel (including the Annual Hillblom Foundation Scientific Meeting).
- 5) Please list all current active and pending funding for the applicant in the start-up 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.**