
GRANT APPLICATION GUIDE *No application can be started until July 1 of the annual application year.*

APPLICATION INSTRUCTIONS

1. Carefully read these complete application instructions.
2. Review the eligibility requirements.
3. Complete the application per the instructions.
4. Submit the application from **July 1 through December 1** of the annual application year
5. A **fee of \$160 must accompany the application** unless the primary investigator is an AABB individual member (Resident/Fellow, Health Care Professional, Physician/PhD).
To learn about becoming an AABB individual member please visit aabb.org/membership/join/

SUBMISSION REQUIREMENTS / APPLICATION PARTS

1. Administrative /Payment Information
2. Administrative Summary Information
3. Project/Performance Site Primary Location
4. Detailed Budget
5. Primary Investigator
6. Collaborative Team/Support
7. Research Project

ANNUAL GRANT APPLICATION SUBMISSION DATES

Applications are accepted from **July 1 through December 1** of the annual application year.

- No applications can be started until July 1.
- No applications are accepted after 11:59pm ET December 1.
- Recipients are announced at the beginning of the year following application (example: apply in 2022, receive grant in 2023)

APPLICANT ELIGIBILITY CRITERIA

- An applicant must be a doctor (MD or PhD), medical technologist, transfusion medicine or biotherapies professional. All applicants will be considered regardless of age, race, gender, national origin or religion.
- The Foundation accepts early-career applicants worldwide. How do we describe early-career?
 1. An *early-stage investigator* is a new investigator who has completed a terminal research degree or medical residency – whichever date is later – within 10 years of the grant application deadline and has not yet been awarded a substantial research grant (i.e. NIH R01). *Of note, there is a 13- month period during which an investigator can resubmit a revised application and retain early- stage investigator status.*
 2. Clinical fellowship training in a medical specialty or subspecialty training in the years that follow the internship/residency period is not considered a part of the residency. Often the clinical fellowship period will consist of a mixture of clinical and research training. The time spent in research training will be considered as applicable toward the 10 years of research and research training.
 3. If you have competed successfully for a substantial research grant (i.e. NIH R01) at any time in your career, you are NOT considered early-career and therefore you are not eligible for an AABB Foundation early-career Scientific Research Grant.
- We intend to fund researchers on a path towards independence.
- No candidate is eligible to receive more than one AABB Foundation early-career Scientific Research Grant over the course of their career.

APPLICATION ELIGIBILITY CRITERIA

- Applications for research into innovative and new projects are a priority.
- No particular project can be funded more than once.
- An application for the same project may be submitted twice if not already funded by the AABB Foundation.
- Awards will NOT be made to increase the funding available for currently funded research projects. AABB Foundation early-career grants are intended to provide "seed" funding that allows the principal investigator to enhance preliminary data. This data may then be useful in applying for larger grants.

FORMATTING

Supplemental materials provided along with your application must meet the following requirements.

Proposals that do not meet these requirements may be rejected.

1. PDF
2. Font-Arial
3. Size-11
4. One-half (½) inch margins
5. 10-12 characters per inch (character limit includes spaces.)
6. No more than six lines per inch

APPLICATION ORDER

1. Administrative / Payment Information

- Eligibility Criteria
 - An applicant must be a doctor (MD or PhD), medical technologist, transfusion medicine or biotherapies professional. All applicants will be considered regardless of age, race, gender, national origin or religion.
 - The Foundation accepts early-career applicants worldwide. How do we describe early-career?
 1. An early-stage investigator is a new investigator who has completed a terminal research degree or medical residency – whichever date is later – within 10 years of the grant application deadline and has not yet been awarded a substantial research grant (i.e. NIH R01). Of note, there is a 13-month period during which an investigator can resubmit a revised application and retain early-stage investigator status.
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- Payment Information

Instructions:

- Click "AABB Foundation Grant Application Fee Payment Services" link.
- Add the product to your cart.
- Login to submit payment. (Enter your AABB ID or create a new non-member account)
ACCOUNT NEEDS TO BE THAT OF THE APPLICANT.
- Process the payment. (a grant administrator's credit card can be accepted for payment on an applicant's account.)
- [AABB Foundation Grant Application Fee Payment Services Link](#)

2. Summary Information

- Project title.
- Research content area.
- How did you hear about this grant opportunity?
- Principal investigator name. (one individual from the research team needs to be identified as the Primary Investigator for the project.)
- PI degrees.
- PI title/position.
- PI department, service, laboratory, or equivalent.
- PI mailing address.
- PI phone.
- PI fax.
- PI email.
- Human subjects research.
- Vertebrate animals.
- Previous submission?
- Budget funding period.
- Budget amount requested.
- Summary of proposed research. (character limit: 500) If this application is chosen for funding, this summary will be used in AABB publications to promote you and your research.
- Research Relevance (character limit: 500)

3. Project / Performance Site Primary Location

- Organization name.
- Tax id number / DUNS.
- Organization mailing address.
- Additional project / performance sites.
- Key personnel on project.
- Human embryonic stem cells.
- Cell line. If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: <http://stemcells.nih.gov/research/registry/eligibilityCriteria.asp>. If a specific line cannot be referenced at this time, include a statement that one from the Registry will be used.
- Detailed Budget
- Budget funding period: 1 year or 2 years.
- Budget amount requested. (Cannot exceed \$100,000 total.)
- Itemized budget. Itemize direct costs requested for this grant. The grant maximum award of \$,000 must be used exclusively for research. No indirect costs will be paid. This includes expenses such as institutional overhead,

travel, and publications fees.

- Sample Budget Format
- Some things you may consider including in the budget: (Personnel Name, Position, Hours/Week, % Time / Amount in \$US) for these items: Consultant Costs, Reagents and Supplies, Equipment (may not exceed \$8,000), and Other Costs.

| NAME OF PROJECT | | | | |
|---|----------------|------------------------|---------------------|--|
| SAMPLE GRANT APPLICATION BUDGET FORMAT: File size not to exceed 2 MBs. | | | | |
| | Personnel Name | Position | Hrs/Wk X Mn | % Time/Amount (\$US) |
| Consultant Costs | | | | None |
| Reagents and supplies: | | | | \$12,214.00 |
| Equipment (not to exceed \$8,000) | | | | None |
| | | | | |
| Other costs: (please list) | | | | |
| | | Primary Investigator-1 | 4 | 5% effort \$14,568 |
| | | Research Tech - 2 | 40h/week x 9 months | 75% effort (9 months at 100% effort) \$ 33,000 |
| BioDesign Array Core Facility (n=10 protein microarrays, with interpretation) | | | | \$15,218.00 |
| | | | | \$ |
| | | | | \$ |
| TOTAL AMOUNT REQUESTED | | | | Not to exceed \$100,000 US dollars |

- Budget justification. Key personnel and consultants mentioned in the proposal should be named and provided for in the budget, whether or not salary support or consultant fees will be covered by AABB Foundation funding. Salary support must be justified by the percent effort committed to the project. Although the Foundation does not require information about team members' other time commitments, the applicant is expected to ensure that the promised percent efforts are realistic, so that the success of the project is not compromised. Overhead/indirect costs should not be included. (character limit: 4,500). List total and itemized costs. The breakdown of costs, including anticipated quantities where appropriate, must be sufficiently detailed that the reviewer can evaluate the appropriateness of the request. If the amount of work proposed is disproportional to the requested level of funding, include a note of explanation.

4. Primary Investigator

- PI resume / NIH biographical sketch. Upload the PI's resume or NIH Biographical Sketch. Do not exceed 5 pages (1 MiB) adhering to the formatting criteria above.
 - Name
 - Position Title
 - Education Training (*Begin with baccalaureate or other initial professional education. Include postdoctoral*

- training and residency training if applicable.*) (Institution/Location - Degree - Completion Date - Field of Study)
- Personal Statement (*include how AABB Foundation funding will further your research independence.*)
- Positions and Employment
- Other Experience and Professional Memberships
- Honors
- Contribution to Science
- Personal Statement. Describe how receiving an AABB Foundation early-career grant will help your career. (character limit: 1,750)
- PI current / pending funding (include all federal and non-federal) (character limit: 10,000). For each item give:
 - Title of the research project
 - Source of support
 - Percentage of appointment on the project
 - Dates of entire project period
 - Annual direct costs
 - Delineate and justify the nature and extent of any scientific and/or budgetary overlaps
 - Any modifications that will be made should the present application be funded
- PI additional current / pending funding (including all federal and non-federal). If additional space is necessary to provide the PI's current and pending funding, it may be uploaded in one PDF adhering to the formatting criteria above. (1 MiB)

5. Collaborative Team / Support

- Collaborative team members' resumes or NIH Biographical Sketches. Upload them into one PDF. Follow this format for each person. Do not exceed 5 pages for each person. (2 MiB)
 - Name
 - Position Title
 - Education Training (*Begin with baccalaureate or other initial professional education. Include postdoctoral training and residency training if applicable.*) (Institution/Location - Degree - Completion Date - Field of Study)
 - Personal Statement
 - Positions and Employment
 - Other Experience and Professional Memberships
 - Honors
 - Contribution to Science
- Recommendation / support letters. Upload letters of support from key personnel, consultants, or organizations. (2 MiB)
- Collaborators' current / pending funding (include all federal and non-federal) (character limit: 10,000).
- For each item give:
 - Title of the research project
 - Source of support
 - Percentage of appointment on the project
 - Dates of entire project period
 - Annual direct costs
 - Delineate and justify the nature and extent of any scientific and/or budgetary overlaps
 - Any modifications that will be made should the present application be funded

6. Research Project

- Grant application resubmission response. If the application is a resubmission from a previous year, a reviewer

response is required. (character limit: 3,500)

- Resources. Describe the relevant facilities, equipment, techniques, animal care provisions, reagents, access to specimens, and other resources that will be available for the proposed studies.

Past accomplishments of the applicant's laboratory and the adequacy of the facilities help assure the reviewers that the proposal's goals will be met. A collaborative research environment, providing the applicant with a mix of independence and support, will be seen as a particular strength. (character limit 10,000)

- Specific aims. (1 page, 1MiB)
- Research narrative. The applicant is encouraged to submit a focused, innovative proposal on a topic of importance to transfusion medicine. The narrative must be written by the Principal Investigator. While direct consultation and grantsmanship may be accomplished by co- investigators and/or the mentor, the application must be authored primarily by the Principal Investigator. The narrative must outline specific experiments with a goal that can be achieved within the study period and contain the following elements:
 1. Significance
 2. Innovation
 3. Preliminary Data
 4. Approach

Upload your research narrative in one PDF. Page limit: 6 pages (5MiB) adhering to the formatting criteria provided. Figures/Images must be legible at 100% view size, and any text on the figure (e.g. axis titles) must be clearly readable. Figure legend font should be Arial and must be at least size 10.

- References. Should be uploaded in one PDF and include all author names, title, journal, volume, issue, pages, and PMID (if applicable). Also include pertinent reprints and/or manuscripts accepted or submitted for publication. Include relevant (limit 3, 2MiB) of the applicant and co-investigators' peer-reviewed papers on related studies. If the proposed study involves interviews with human subjects, provide copies of the interview script or self-assessment questionnaire.
- IRB and IACUC approval documentation. 2MiB. Evidence of human and animal review board approvals should be provided, if appropriate. Discuss any special ethical issues presented by the proposed studies. If reviews are pending, explain when the review outcome is expected. Follow up by sending evidence of the board's action when available. If the application is selected for funding, no funding will be released without the appropriate IRB/IACUC approval documentation received. **Note: ethical approval documentation must include the AABB Foundation early-career Scientific Research Grant PI's name and project title to be accepted.*

PRESUBMISSION REVIEW

When the submission package is thought to be complete, review it against the application instructions, verifying that each instruction has been followed. If the applicant believes that an instruction does not apply, a brief justification should be provided. Proof the numbers, including percentages, given in the proposal. Verify that illustrations are legible, and that terminology is used precisely and consistently throughout.

Ideally the applicant would have the submission reviewed by two or more investigators who have demonstrated success in applying for scientific research grants from funding agencies such as the National Institutes of Health, or individuals who have performed grant reviews for such agencies. A biostatistician's critique of the study design and plans for data analysis may be especially important. The application may be printed for review prior to submission.

Remember that although our reviewers are chosen for their broad knowledge and experience in transfusion medicine, biotherapies, patient blood management, they may not be intimately familiar with the proposed area of research. The application must be able to stand alone, therefore, assuming that the reviewer has no in-depth knowledge of the study area, team expertise, or available resources. Pre-submission reviewers who are not part of the project team will be more apt to identify parts of the submission that need expansion or clarification. Amend the proposal as necessary to incorporate recommendations from these established investigators.

RESUBMISSION

Unfortunately, the AABB Foundation can only fund a limited number of proposals annually. An applicant whose project is not selected for funding is wise to consider how the experience can help in obtaining future funding for this or other projects. Begin by scrutinizing the review provided, which summarizes the review committee's comments, to determine the perceived strengths and weaknesses in the submission.

If the applicant elects to re-submit the proposal for consideration during the next grant funding cycle, the revision must specifically address each weakness identified by reviewers of the previous application. A reviewer response to the previous submission is required. Although different reviewers may evaluate the resubmission, they will look to see how the revised proposal responds to the critique of the original one. An inadequate response will be seen as a significant deficiency.

FURTHER ASSISTANCE

Questions about the AABB Foundation review process may be directed to the AABB Foundation by telephone (301-215-6552); email (foundation@aabb.org); or mail (4550 Montgomery Ave, Suite 700, North Tower; Bethesda, MD 20814).