# PILOT AWARD APPLICATION INSTRUCTIONS

## Global Consortium for Reproductive Longevity and Equality (GCRLE) Pilot Awards

Applications due by 11:59 pm EST February 18, 2020

**Log in to proposalCENTRAL.com and select 'apply' from the Grant Opportunities tab.**
https://proposalcentral.com/GrantOpportunities.asp?GMID=204
Applications may be saved at any time by pressing the 'SAVE' button at the top or bottom of screen. The application is made up of several sections that are listed on the tabs along the left side of the page. To open a tab, click on the one you would like to work on. You can edit and complete tabs in any order.

**General guidance on using the proposalCENTRAL portal**
**PLEASE ALSO REVIEW THE REQUEST FOR APPLICATIONS**

**Formatting:** All documents must be single-spaced, 11-point type font with at least 0.5-inch margins (top, bottom, left, and right) and uploaded in PDF format. These formatting and component requirements, including word and page limits, will be enforced. Any submitted materials that exceed the word and page limits or do not follow the requirements will not be considered during the application review process.

## Section 1. General Information
- Enter your **Project Title** (max 75 characters)
- **Summarize your project** in one sentence
- Enter **total requested funding** for 2 years ($200,000)
- Answer the question: **Do you have prior experience in the field of reproductive aging?**
  If you *do not* have prior experience in the field of female reproductive aging, please describe in detail how you will gain the expertise necessary to complete your project. For example, if you have a background in aging research, describe how you will acquire the necessary expertise in reproductive biology, and vice versa, if you have background in reproductive biology, how will you acquire aging expertise (e.g. collaborations, courses, conferences, societies). (max 3,000 characters)
- Click "SAVE" at the top or bottom of the page to save your entries.

## Section 2. Download Template and Instructions
- **GCRLE Grant RFA** contains the funding announcement
- **Institutional Approval Form (required):** This form should be printed, reviewed, and signed by a person authorized to sign on behalf of your organization, agreeing to the stated institutional and investigator requirements and commitments on data, resource sharing and publication policies, as well as endorsing/verifying your application materials. In the event of an award, all funds will be awarded to the applicant institution as the prime institution and the applicant institution will be responsible for ensuring compliance of all of the terms, including compliance of all partners/subcontract institutions. While GCRLE does not require sign-off by all of your partner institutions, please refer to what your institution requires. This field is not designed to support encrypted documents or digital signatures; please sign, scan, and upload this form as a PDF in Section 12 (Attachments).

## Section 3. Enable Other Users to Access this Proposal
- This screen allows you to give other users, including co-PIs, access to your grant application. Enter the E-Mail address or User ID of a registered proposalCENTRAL User and press the button to select.

## Section 4. Principal Investigator
- Enter name, ORCID iD (required), education, position, and contact information for the Primary Investigator. Collaborative applications should designate one Primary Investigator as the Coordinating Principal Investigator (Coordinating PI). The Coordinating PI will act as the administrative contact between GCRLE and all PIs on the grant. The Coordinating PI must submit the application on behalf of all PIs.

## Section 5. Institution Details

- Enter details for Primary Investigator's institution, including website and contact information for Signing Official, Department Chair, and Press Contact.

## Section 6. Co-PIs (optional)

- Identify and provide contact information for any Co-PIs, other than the applicant, associated with the application and their roles in the project.

## Section 7. Project Abstract and Keywords

- Please provide a summary of your project in terms that would be understood by a general scientific audience. Since this summary will be public information, do not include any proprietary or confidential information. Please observe the following limitations for the abstract: Information entered in this field must be text only - scientific notations, special characters, special fonts, and other rich-text formatting (e.g., bold, italics, underline) cannot be saved or displayed. Please type continuously - do NOT insert carriage returns at the end of each line. After cut and paste, check the text to make sure the lines are continuous. Carriage returns can be used for the start of a new paragraph. (max 3,000 characters)
- Select **keywords** appropriate to the proposed project from the dropdown menu and press the "+" button after each.
- Select classification **categories** appropriate to the proposed project from the dropdown menu and press the "+" button after each.
  *There is no limit to the number of keywords/categories that may be selected. Choose with care: they will be used to facilitate selection of scientific peer reviewers.*

## Section 8. Budget

- Please estimate approximate amounts and enter information for each year of the award in the boxes provided. **This is a two-year award for a total of $200,000 ($100,000 per year).**
- Click on Period 1 for the first year of funding, and Period 2 for the second year of funding. Include estimated start and end date for each period. Funds from the Pilot awards are intended to support research activities, and *may be used for salary, laboratory research supplies, scientific meeting registration and travel expenses (including the GCRLE Annual Meeting), capital equipment, and small equipment (including computer workstations, a laptop, printer).*
- Indirect costs are allowed on the Pilot awards and must be included within the total budget. For institutions inside the United States of America, indirect costs are determined by agreement between individual grantees and their institutions and cannot exceed the Institutional NIH-negotiated rate but may be lower and may not be assessed on capital equipment. For Institutions outside the US, indirect costs are capped at 8% and may not be assessed on capital equipment and subcontracts exceeding $25,000.
- Investigators of funded projects will be required to participate in regular investigator meetings, including annual investigator meetings. Travel support for these meetings should be budgeted from the requested GCRLE grant funds.

## Section 9. Existing and Pending Support

- Please add all existing and pending support.
- To add entries click the "+" link and all entries previously saved in the Professional Profile will show. Select the applicable support, and save.
- To add new Other Support entries, click the "Create New Other Support" button.
- If a pending grant is funded between the date of application submission and the date of award announcements, the applicant must notify GCRLE via email at [gcrlegrants@buckinstitute.org](mailto:gcrlegrants@buckinstitute.org)

## Section 10. Assurances and Certifications

- Indicate whether the proposed project involves the use of human subjects, vertebrate animals, recombinant DNA, or human fetal tissue. Provide regulatory approval information and status of approval for each.

## Section 11. Publications

- Enter all publications applicable to this application.

- To add entries, click the "+" link and all entries previously saved in your Professional Profile will show. Please select the applicable publications, and save.
- To add new Publication entries, click the "Create New Publication" button. By default, this entry will be added to your profile, unless the option "Add to Profile" is not selected.

## Section 12. Attachments
- All documents must be single-spaced, 11-point type font with at least 0.5-inch margins (top, bottom, left, and right) and uploaded in PDF format. These formatting and component requirements, including word and page limits, will be enforced .Any submitted materials that exceed the word and page limits or do not follow the requirements will not be considered during the application review process.
- **Biosketch/CV:** Upload NIH-style Biosketch or curriculum vitae for PI and all Co-PIs as a single PDF – max 5 pages for *each* PI.
- **Institutional Approval Form:** Follow instructions in document. Print, sign, scan, and upload this form as a PDF.
- **Project Narrative:** The proposed project text is limited to **two (2) pages** of single spaced, 11-point type with at least 0.5 inch margins (top, bottom, right, left). Proposed project plan should include scientific goals of the project and how they will be achieved. Specify how the project is aligned with the GCRLE's stated goals (refer to RFA for scientific scope) and how it will advance our understanding of the principles that underlie female reproductive aging. If the project is collaborative, clearly define the specific contributions of each participating lab. No preliminary data required. Figures, tables and legends are optional and are limited to **two (2) additional pages inclusive of legends**. A list of references is required and not included in the page limit.
- **Research Accomplishments and Central Directions of Lab:** Describe in **one (1) page** your past research accomplishments and Central Directions of your lab for the next 2 years.
- **Optional:** Letters of Support may be uploaded if they strengthen the availability of resources and/or expertise necessary to complete the project.

## Section 13. Acceptance
- Read and click agreement with acceptance statements and provide an electronic signature in the box provided.

## Section 14. Demographic Information (optional)
- If you wish to provide demographic information please enter in the boxes provided.

## Section 15. Validate
- Click the 'Validate' to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

## Section 16. Print Signature Page
- After you complete all the proposal sections, click one of the Print buttons to open and print the cover/signature pages and application files. 'Print Signature Pages' will open a single PDF of all application material EXCEPT uploaded files. 'Print Signature Pages with Attachments' will open a single PDF of all application materials including uploaded attachments. NOTE that there is no signature actually required, these files are for the applicant to review and save for future reference.

## Section 17. Submit
- To submit your Proposal, click the 'Submit' button below. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant email address listed.

## QUESTIONS?
For programmatic inquiries pertaining to this RFA, please contact gcrlegrants@buckinstitute.org
For technical assistance with proposalCENTRAL, please contact pcsupport@altum.com or while logged into proposalCENTRAL, click on the 'Help' link in the upper right corner and use 'contact us'.