

## Background

The Institute for Science and Health is pleased to offer grant opportunities in a variety of Program Initiative areas as funding becomes available.

The Institute has prepared a standardized Grant Application form modeled after the NIH PHS398 form that many investigators are familiar with. Completion of the Institute's Application Form should be relatively easy, however some brief instructions are provided below to cover any specific nuances of its use. These documents are provided as '.doc' files (MS Word).

## Instructions for Form Pages *(pages 1-7)*

The first seven (7) pages (Face Page, Executive Summary / Scientific Abstract, Lay Abstract, Personnel, Table of Contents, Initial Period Budget, Entire Budget) are form pages with fillable fields. Please keep entries within the limits indicated on each page and/or section. This document is 'locked' and thus will not expand. Brief instructions are included on individual pages and/or sections as needed.

Electronic signatures are acceptable on the Face Page for the initial submission. Actual signatures on the Face Page can be sent under separate cover (Fax, email of scanned document, or original via postal service) after submission but must be received before any awards are made.

Additional pages are not necessary and should not be used.

## Instructions for Additional Pages *(pages 8+; including Research Timeline, Budget Justification, Research Plan, Biographical Sketch(es), Research Resources)*

This section is ***not*** locked to allow for flexibility. Each section will automatically expand as content is inserted. Each section will also permit insertion of images, table and other graphics as needed. Because each section will expand as needed, *Continuation Pages* are neither supplied nor necessary.

Each section contains brief instructions below the section title. Please follow these instructions carefully, including page limitations if indicated.

Certain pages may contain content that can be acquired from other versions (i.e., Biographical Sketch information from NIH grant applications). Do not insert the entire page from a different grant application as the formatting and pagination will be carried over from the source document. Please insert only the text into this document to maintain IFSH format and pagination.

## Instructions for Completion of Grant Application

Upon completion of your proposal you should have two documents (Form pages and Additional pages)

You are encouraged to convert each document into a PDF, but maintain as two documents. **DO NOT** protect (secure) the PDF files with a password as additional material needs to be added before the proposals are sent out for external review.

Please adjust the PDF filenames to include the PIs last name by replacing the “IFSH” in the filename as follows (for each document):

Change ***IFSH-FormPages-RFA2007A*** to ***LastName-FormPages-RFA2007A***

Add page numbering using Adobe Acrobat to only the Additional Pages document.

If you do not have a complete version of Adobe Acrobat, and thus cannot create PDF files, please submit the completed MS Word documents. Do not attempt to number pages, IFSH will take care of that for you. **Do not** submit docx files (newest version of MS Word) as we cannot read or easily convert these at present.

Please submit all completed *Grant Application Documents* as attachments via email to [research@ifsh.org](mailto:research@ifsh.org).