

Medical Research Program

The W.W. Smith Charitable Trust

Guidelines

MEDICAL RESEARCH PROGRAM PURPOSE

The Trust supports basic medical research primarily related to Heart Disease, Cancer, and AIDS. Funding is limited to nonprofit institutions such as universities, hospitals, and research centers located in the five-county Greater Philadelphia region (Bucks, Chester, Delaware, Montgomery and Philadelphia counties) or the City of Camden, NJ. Scientists and research faculty with appointments are encouraged to apply through their associated institution. The Trust funds research projects that are unique and meritorious. We invest in promising researchers having the potential to attract larger-scale awards (e.g. NIH, NSF, AHA). Research proposals are peer reviewed by a medical advisory committee.

APPLICATION DEADLINE & DECISION TIMELINE

- Applications are due by July 15th, 11:59 PM.
 - Application status notifications are typically communicated by December 1st.
 - Applications must be submitted online. The Trust no longer accepts hard copy or emailed applications.
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APPLICATION REVIEW

- The W. W. Smith Charitable Trust engages independent medical research advisors to review and make recommendations to the Trustees.
 - While we appreciate inquiries concerning medical advisor reviews, please note that the Trust does not make proposal review comments available to applicants.
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ELIGIBILITY

- 501(c)(3) nonprofit research organizations are eligible to apply.
- Applications must be for the work of individual investigators and not for the general work of research centers.
- The organization must be located in the five-county Greater Philadelphia region (Bucks, Chester, Delaware, Montgomery and Philadelphia counties) or the City of Camden, NJ.
- Each organization may submit no more than one (1) grant application for each discipline - Heart Disease, Cancer, AIDS. It is up to each organization to conduct an internal

selection process to determine the one (1) principal investigator / research project to represent the institution for each discipline.

- A maximum of one (1) proposal per parent organization may be submitted in each granting category (i.e. Heart Disease, Cancer, or AIDS) regardless of the number of EINs available under the organization.
- Copies of all published material relevant to a proposed research project must be made available to the Trust both before and after a grant is made.

AWARD TERM & USE OF FUNDS

- Funds must be used for basic medical research in the areas of Heart Disease, Cancer, or AIDS.
- Grants are awarded for a one (1) year term.
- Awards typically range from \$100,000 - \$125,000 (including 10% indirect costs). For example, a \$125,000 grant would consist of \$113,636 direct costs and \$11,364 indirect costs.
- Direct costs may include salaries, travel, equipment, and supplies directly benefiting the grant-supported project.
- Limit budget to costs that can be directly assigned to the research project relatively easily and with a high degree of accuracy.
- Note: No funds will be awarded solely for equipment.

Online Application Tips

The following are some helpful tips to get started:

- You have access to collaborate with other individuals on this request. To invite others to collaborate, click the blue "Collaborate" button in the top-right corner. [You may use this article for additional instructions or troubleshooting.](#)
- You have access to translate this application to other languages. Click the Google icon in the top-left corner to begin.
- Add administrator@grantinterface.com to your address book or safe senders list to ensure you receive all system communications.
- **Experiencing a technical error?** Email support@foundant.com to be directly assisted by experts trained with this online software. You can copy info@wsmithcharitabletrust.org and cprobeck@wsmithcharitabletrust.org when sending that email so that our team is aware.
- Before filling out the application, you may find it helpful to click the "Preview" or "Question List" button above. This will offer you a preview of all of the questions on the

application. When you opt for Question List, this will generate a PDF version of the questions; you can download and save to access when not in our grant portal.

- You may save and return to your application at a later time by clicking the "Save Application" button at the bottom. Be sure to bookmark our grant portal web page or you can access it by going to wwsmithcharitabletrust.org/medical.html and clicking the link under Apply Online.
- When clicking the "Submit Application" button, you will be required to review the entire application one final time.
- Email info@wwsmithcharitabletrust.org and copy cprobeck@wwsmithcharitabletrust.org if you have any questions.

Application Checklist

Administrative Contacts

- Primary Research Administration Contact
- Authorized Signing Official
- Fiscal Contact for Award Payment

Principal Investigator

- Name
- Title
- Contact Information
- Credential
- Effort

Project Summary

- Research Area
- (Cancer, Heart Disease, or HIV/AIDS)
- Research Project Title
- Lay Summary

Research Plan

- Aims
- Significance
- Preliminary Studies
- Experimental Design

- Literature Cited
- Attachments (optional)

Other Project Info

- Personnel
- Biosketches
- Facilities and Environment
- Other Support
- Relevant Approvals
- Institutional Endorsement

Project Budget

- Personnel Costs
- Non-Personnel Costs
- Indirect Costs

Acknowledgement Form Signatures

- Principal Investigator
- Department Head
- Dean
- Fiscal Officer / Authorized Signing Official

Formatting Instructions (For Required Uploads)

Formatting Instructions (For Required Uploads)

The formatting guidelines below apply to all uploads including research plan, literature cited, and attachments.

Fonts must follow these minimum requirements:

- Text Color: No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.
- Font size: Must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%. *Since some PDF converters may reduce font size, it is important to confirm that the final PDF document complies with the font requirements.*

- Type density: Must be no more than 15 characters per linear inch (including characters and spaces).
- Line spacing: Must be no more than six lines per vertical inch.

The following fonts are recommended, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements.

- Arial
- Georgia
- Helvetica
- Palatino Linotype

Use paper size no larger than standard letter paper size (8 ½" x 11"). Provide at least one-half inch margins (½") - top, bottom, left, and right - for all pages.

Forms for Required Attachments

Click here to access and download forms to complete and upload where requested in this application.

Forms include:

- Biosketch Template (NIH version)
- Other Support Template (NIH version)
- Project Budget Form
- Budget Justification Template
- Acknowledgement Form

Administrative Contacts

Research Administration Contact

- List the Research Administration Contact for this application: Name, Title, Email, Phone, Address
- This person will serve as our main point of contact for administrative matters related to the grant application.
- Typically, this would be a research administrator or a similar authorized official.
- Note: This is not the space to indicate the Principal Investigator.

Research Administration Contact: First Name*

Character Limit: 250

Research Administration Contact: Last Name*

Character Limit: 250

Research Administration Contact: Title / Role*

Character Limit: 250

Research Administration Contact: Email*

Character Limit: 254

Research Administration Contact: Phone*

Please follow this example format: 555-555-5555

Character Limit: 12

Research Administration Contact: Office Address*

Character Limit: 500

Authorizing Signing Official

- List your Authorized Signing Official: Name, Title, Email, Phone Number, Address
- This should be the official who is authorized to sign medical research grant award contracts on behalf of your institution.
- This is the person to whom we will direct a grant agreement signature request if your proposal is awarded.

Authorizing Signing Official: First Name*

Character Limit: 250

Authorizing Signing Official: Last Name*

Character Limit: 250

Authorizing Signing Official: Title / Role*

Character Limit: 250

Authorizing Signing Official: Email*

Character Limit: 254

Authorizing Signing Official: Phone*

Please follow this example format: 555-555-5555

Character Limit: 12

Authorizing Signing Official: Office Address*

Character Limit: 500

Fiscal Contact for Award Payment

- List the Fiscal Contact for Award Payment: Name, Title, Email, Phone Number, and **Mailing Address for Award Check**
- This is the person to whom an award check should be directed if a grant is awarded.
- To avoid delay, misdirection, or lost checks, always verify this address as it may have changed since your last application.

Fiscal Contact for Award Payment: First Name*

Character Limit: 250

Fiscal Contact for Award Payment: Last Name*

Character Limit: 250

Fiscal Contact for Award Payment: Title / Role*

Character Limit: 250

Fiscal Contact for Award Payment: Email*

Character Limit: 254

Fiscal Contact for Award Payment: Phone*

Please follow this example format: 555-555-5555

Character Limit: 250

Mailing Address for Award Check*

Note: If awarded, we will reconfirm this address before mailing a check.

Character Limit: 500

Principal Investigator

Principal Investigator

- List Principal Investigator Full Name, Title, Phone, Email, Address
- Be sure to state full name as you would like to see in print. Example: Dr. Jane A. Smith, M.D., Ph.D.

Principal Investigator: First Name*

Character Limit: 250

Principal Investigator: Last Name*

Character Limit: 250

Principal Investigator: Full Name Preference*

- List Full Name as you would like to see in print.
- Example: Dr. Jane A. Smith, M.D., Ph.D.

Character Limit: 250

Principal Investigator: Title / Role*

Character Limit: 250

Principal Investigator: Email*

Character Limit: 254

Principal Investigator: Phone*

Please follow this example format: 555-555-5555

Character Limit: 12

Principal Investigator: Office Address*

Character Limit: 500

Project Summary

Research Area*

Select the research category your proposal addresses.

Choices

- Cancer
- Heart Disease
- HIV / AIDS

Research Project Title*

Provide descriptive title of applicant's project

Character Limit: 250

Requested Start Date*

The earliest Project Start Date is January 1st of the year following your submission date. For example, if you applied for the July 15, 2023 application deadline, the earliest Project Start Date would be January 1, 2024.

Character Limit: 10

Requested End Date*

Project period is limited to one (1) year.

Character Limit: 10

Lay Summary*

Summarize your research project in plain language that it will be understood by foundation staff, grants decision committee members, and volunteers who do not have scientific or medical backgrounds.

Be clear and avoid technical and scientific terms when possible. It might help to imagine that you are explaining your work to a new acquaintance who does not work in the science field. Emphasis the health condition(s) being addressed and how your project would help fill the gap(s) in research.

Click here to view an article on lay summaries, including examples of what our committee finds helpful.

Note: If the application is funded, this summary may be made available to the public via W. W. Smith's website, biennial reports, and publications (with your prior approval).

Character Limit: 2000

Lay Summary Detail

Problems Addressed*

What problem area(s) are you addressing and what specific questions will your research attempt to answer, including long-range benefits in the area of health?

Character Limit: 1000

Scientific Interest*

What aspect of your work is most interesting in scientific terms?

Character Limit: 1000

Public Interest*

What aspect would be of most interest from the perspective of the general public?

Character Limit: 1000

Research Plan

Brief Project Description*

- Provide a succinct and accurate description of the proposed work.
- The goal of this description is similar to the NIH Project Summary / Abstract.
- Include the project's broad, long-term objectives and specific aims, and a description of the research design and methods.

Character Limit: 2500

Research Plan Section Guidelines

Arrange your research plan in the order of the sections detailed below, and adhere to the page limits for each. Do not exceed 8 pages for the research plan. Review the research plan section guidelines below. Applications that do not conform to the requirements listed may be withdrawn from consideration.

Specific Aims (1 page)

- State concisely and realistically what the research described in the application will accomplish and/or what hypothesis will be tested.

Significance (2 pages)

- Briefly describe the background to the present proposal; critically evaluate existing knowledge; and specifically identify the gaps which the project is intended to fill.
- State concisely the importance of the research described in the application by relating the specific aims to longer-term objectives.

Preliminary Studies (2 pages)

- Provide a brief summary of the Principal Investigator's preliminary studies pertinent to the application and/or any other information that will help to establish the experience and competence of the investigator to pursue the proposed project.
- Titles and complete references to appropriate publications and completed manuscripts may be listed in the Principal Investigator's curriculum vitae.
- Supplementary background graphs, diagrams, tables and charts relevant to preliminary studies may be submitted in appendix form.

Experimental Design and Methods (3 pages)

- Discuss the experimental design and the procedures to be used to accomplish the specific aims of the project.
- Describe the protocols to be used and provide a tentative sequence or timetable for the investigation. Include the means by which the data will be analyzed and interpreted.
- Describe any new methodology and its advantage over existing methodologies.
- Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.
- Point out any procedures, situations or materials that may be hazardous to personnel and explain the precautions exercised.
- Describe the characteristics of the subject population, such as their anticipated number, age ranges, gender, ethnic background, and health status.

- Explain the rationale for the use of special classes of subjects, such as pregnant women, children, or others who are likely to be vulnerable.
- Supplemental data may be added in an appendix.

Upload Research Plan*

- Prepare your Research Plan as one (1) PDF file.
- Be sure your Research Plan complies with formatting requirements detailed in the Guidelines section of this application.
- Click "Upload a File" to locate your Research Plan document on your computer.
- Then click "Open" to complete the submission.
- Your document must be PDF file format.

File Size Limit: 3 MB

Literature Cited*

- List literature in numerical order, as cited in the Research Plan.
- Limit your citations to no more than 30 relevant publications.
- This section should not be an exhaustive list but rather a review of the most pertinent citations.
- Each complete literature citation must include the names of all authors, the name of the book or journal, volume number, page numbers, and year of publication.
- Convert file to PDF and then upload.
- Click "Upload a File" to locate your Literature Cited document on your computer.
- Then click "Open" to complete the submission.

File Size Limit: 3 MB

Attachments (Optional)

You may include up to five (5) attachments that are relevant to your proposal.

Similar to NIH, the Trust has established an Attachments limit to reduce the burden on our medical research advisory committee and to prevent applicants from submitting excessive materials.

The following are examples of items you can include in the Appendix:

- Results of your prior, relevant research.
- Publication reprints or preprints.
- Relevant Letters of Agreement or Support.

To submit:

- Combine attachments into one PDF.
- Include a table of contents page listing the name of each attachment. Insert as the first page of the Attachments file.
- Click "Upload a File" to locate your Attachments file on your computer.
- Then click "Open" to complete the submission.

File Size Limit: 25 MB

Other Project Info

Research Personnel*

- List each professional associated with the project.
- List Format: name, degree, title, project role, percent (%) effort on project.
- Salary support will not be granted for unnamed professionals or graduate students whose biosketches are not included.

Character Limit: 1500

Biosketches*

- Biosketches for Key Persons (limit to 5 pages per person)
- Include a Biosketch for each key person listed for this project.
- Use NIH format Biosketch.
- Click here to access the application forms folder, including the Biosketch template and example.
- Combine Biosketches into one PDF document.
- Click "Upload a File" to locate the combined Biosketches document on your computer.
- Then click "Open" to complete the submission.

File Size Limit: 3 MB

Research Facility and Environment*

- Describe the general facilities available for this research proposal.
- This includes laboratory and hospital space, major items, or permanent equipment, and other features of your scientific environment that would support the success of your project.

File Size Limit: 5 MB

Other Support*

- List all financial resources available to directly support the research efforts of the principal investigator.
Other Support includes, but is not limited to research grants, cooperative agreements, contracts, institutional awards, and training grants.
- Use NIH Other Support format.
- [Click here](#) to access the application forms folder, including the Other Support template and example.
- If submitting for more than one investigator, combine Other Support documents into one PDF file.
- Click "Upload a File" to locate the combined Other Support document on your computer.
- Then click "Open" to complete the submission.

File Size Limit: 3 MB

Vertebrae Animals

Click the check box for any items for which your response is "Yes".

Choices

This research involves animal subjects.

Your institution has an Animal Care and Use Committee.

IACUC Approval

Include Institutional Animal Care and Use approval, if applicable. Scan to PDF and then upload.

File Size Limit: 3 MB

Human Subjects*

Does this research involve human subjects?

Choices

Yes

No

IRB Approval

Include Institutional Review Board approval(s), if applicable. Scan approval to PDF file format and then upload.

File Size Limit: 3 MB

Biosafety*

Does this research involve biohazards?

Choices

Yes

No

Biosafety Approval

Include Institutional Biosafety Committee Approval, if applicable. Scan to PDF and then upload.

File Size Limit: 3 MB

Notarized, Valid Visa and Alien Registration

If applicable, upload appropriate documentation as one (1) combined PDF.

File Size Limit: 3 MB

Institutional Endorsement / Support*

- Upload an institutional letter of support signed by authorized research official.
- Address letter to "W. W. Smith Trustees."
- Letter should affirm the endorsement of the principal investigator and project as the Institution's sole submission for the given research area (i.e. Heart Disease, Cancer, or AIDS), for the current grant cycle.
- Letter must be signed by authorized research official.
- Click here to access the application forms folder, including an Institutional Support Letter Sample Outline.
- Convert signed letter to PDF file.
- Click "Upload a File" to locate the Institutional Endorsement document on your computer.
- Then click "Open" to complete the submission.

File Size Limit: 3 MB

Request Amount and Budget

Grant Request Amount*

- Input Total Grant Amount Requested
- Do not include dollar sign. Example: for \$100,000 input 100,000.

Character Limit: 20

Project Budget*

- List all costs that are necessary and reasonable to complete the work described in your proposal.
- Click here to access the application forms folder, including the required Budget template.
- Complete the Budget form and save it on your computer.

- Click "Upload a File" to locate the Budget document on your computer.
- Then click "Open" to complete the submission.

File Size Limit: 3 MB

Budget Justification*

- Clarify all costs included in your budget.
- Personnel Justification: List the name, role, and number of person-months devoted to this project for every person on the project.
- Non-Personnel Justification: Itemize the expenses and clarify how each is directly related to carrying out your proposed project.
- Click here to access the application forms folder, including an example Budget Justification template.
- Click "Upload a File" to locate the Budget Justification document on your computer.
- Then click "Open" to complete the submission.

File Size Limit: 3 MB

Acknowledgement Signatures

Acknowledgement Form*

- Provide the name, title, and signature of Principal Investigator, Department Head, Dean, and Institution's Authorized Official.
- Click here to access the application forms folder, including the required Acknowledgement form.
- Complete the Acknowledgement form and secure all required signatures.
- Convert signed document to PDF.
- Click "Choose File" to locate the Acknowledgement document on your computer.
- Then click "Upload" to complete the submission.

File Size Limit: 3 MB