

## Career Development Grants

### Guidelines and Application Instructions

Only active ASN members are eligible to apply.

Applicants may only submit one application during a cycle.

***Career Development Grants are not renewable and previous recipients are not eligible for a second grant.***

The Career Development Grants Program includes the following grants:

- Carl W. Gottschalk Research Scholar Grant
- John Merrill Grant in Transplantation
- Norman Siegel Research Scholar Grant
- OHF-ASN Foundation for Kidney Research Grant

By submitting an application to the Career Development Grants program, candidates are considered for all of the opportunities listed above.

#### Purpose

The ASN Foundation for Kidney Research (ASN Foundation) Career Development Grants Program provides funding for young faculty to foster evolution to an independent research career and a successful application for a National Institutes of Health (NIH) R01 grant or equivalent.

#### Eligibility

To apply for a Career Development Grant, a candidate:

- Must be a resident of North America.
- Must be an active member of ASN.
- Must hold an MD, PhD, or equivalent degree.
- Cannot be a previous recipient of an ASN or ASN Foundation for Kidney Research Career Development Grant.
- Cannot be a previous recipient of a National Institutes of Health R01 grant, VA Merit Award, or equivalent.
- Must be within seven (7) years of initial faculty appointment at the time of the award activation (July 1, 2017).
- Must have a proposed project that is independent of previous mentors.
- Cannot have more than \$250,000 (in annual direct costs) in external grant support, including ASN Foundation for Kidney Research funds, at the time of the award activation.
- Must devote at least 75% of their time to research.
- Appointment to full-time faculty must be confirmed in writing by the Department Chair, indicating the date of first full-time faculty appointment, and providing assurance that the department will provide needed resources for conducting independent research (laboratory and office space, salary support, and protected research time of at least 75%).

An applicant who is uncertain of his/her eligibility should request an advisory opinion from the ASN Foundation for Kidney Research before completing an application. Please email [grants@asn-online.org](mailto:grants@asn-online.org).

## Previous or Current Funding Allowed

Applicants are allowed to have currently, or have had previously, extramural (NIH or Foundation) mentored career development grant funding (e.g., NIH K08). However, total grant funding, including the ASN Foundation Career Development Grant, cannot exceed \$250,000 in annual direct costs, **irrespective of scientific overlap**. The amount of the ASN Foundation grant will be reduced as appropriate if total funding exceeds this amount at any time during the funding period of the grant.

## Funding and Stipulations

- The award will provide \$100,000 annually for two years, beginning July 1, and will cover salaries/supplies related to the candidate's research proposal. A maximum of 10% of the award per year may be used to cover indirect costs at the candidate's sponsoring institution.
- A progress report and a financial report are required for non-competitive renewal of the grant for the second year. Final reports are also required at the end of the funding period. The award is for continuous support, and interruptions in the period of support will require prior written approval from the ASN Foundation for Kidney Research.
- Recipients shall acknowledge the ASN Foundation for Kidney Research's (and co-sponsoring organization, if applicable) support in publications resulting from their proposed work.
- Grants may be transferred from one institution to another only with the prior approval of the ASN Foundation.

## Use of Grant Funds

- Salary/Fringe: Up to \$70,000 per year can be used for the PI's salary, including fringe benefits.
- Supplies: Funds may be used for research supplies or support salary of research assistant.
- Equipment: Funds cannot be used to purchase equipment that costs more than \$5,000, unless such purchase is clearly justified in the research plan and approved by the ASN Foundation for Kidney Research.
- Restrictions: Up to \$2,000 a year may be used on travel to attend relevant scientific meetings. Funds may not be used for clinical or administrative time.

## Application and Document Formatting

An application for the Career Development Grants Program must include:

- I. Contact Information and project title
- II. Applicant biosketch (using the [NIH Biosketch](#) format)
- III. Research Project Plan using the ASN Foundation provided template (Maximum of nine and a half pages total, not including references)
  - a. Roadmap to Independence (1 page maximum)
    - i. The Roadmap to Independence must discuss the candidate's background, career goals, and career development and be no more than one page, single spaced. **This section must be written by the applicant.**
  - b. Environment and Candidate's View of the Institutional Commitment (1 page maximum)
    - i. The Environment and Institutional Commitment must explain the candidate's research environment, explain the institution's commitment to the candidate's career success and be no more than one page, single spaced. **This section must be written by the applicant.**
  - c. Abstract (Half page maximum)
    - i. The Abstract must summarize the proposal in lay terms and be no more than 500 words, single spaced.
  - d. Specific Aims (1 page maximum)

- e. Preliminary Work, Proposed Research Strategy and Potential Problems (5 pages maximum)
- f. References (e.g. cited literature)
- g. Optional Resubmission Defense (1 page maximum)
  - i. If you are resubmitting an unsuccessful proposal from a previous cycle, explain how you addressed the comments of the reviewers to improve your project or proposal in no more than one page, single spaced. If you are not resubmitting, please remove this page from your application.

NOTE: The Research Project Plan does not need to include a proposed budget.

- IV. Letter from Department Chair
  - a. The letter must provide assurance that the candidate:
    - i. Holds a full-time faculty appointment (including a description of the track).
    - ii. Will devote at least 75% of his or her time to research.
    - iii. Will use the award for independent investigation.
    - iv. Will have appropriate laboratory or research space and access to necessary equipment.
  - b. The letter should be signed and on institutional letterhead.
- V. Letter documenting permission to submit application (combined into one document with Letter from the Department Chair)
  - a. The letter or document must provide proof that the applicant's institution is aware of the program guidelines and has approved submission of the application.
- VI. Three (3) Reference Letters
  - a. Reference letters should be written by persons familiar with the candidate's scientific interests and abilities. Letters are submitted blindly and can be addressed to the ASN Foundation Grants Review Committee.

**NOTE: Items IV. (Department Chair letter) and V. (Permission to submit) must be combined into one document for upload to the application. This document should be uploaded to the "Department Chair" field.**

Additionally, the proposal must follow NIH guidelines including the following formatting guidelines:

- Use Arial, Helvetica, Palatino Linotype, or George typeface, a black font color, and a font size of at least 11-points. A Symbol font may be used to insert special characters.
- 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 standard paper size (8 ½" x 11"). Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins.
- Uploaded files must be in Microsoft Word or PDF formats only.

**You must use the ASN Foundation-provided Research Project Plan template. Please download it from the ASN website.**

**Applications that do not adhere to the above instructions will be declined.**

## Application Process

Applicants for an ASN Foundation Career Development Grant must be current, active ASN members to begin an application. To become a member, please visit the [ASN Membership webpage](#).

- I. To begin an application, visit the [ASN Foundation Career Development Grants webpage](#). Select the grant you would like to apply to. Click "Application" and log-in using your ASN ID and password.
- II. Download all templates and documents needed to complete your application (Biosketch and Research Project Plan).
- III. Prepare all documents for your application (Biosketch, Research Project Plan, Letter from Department Chair and Permission to Submit Letter combined document, and email addresses for three references).

- IV. Enter contact information, including research proposal title and top three keywords. Once submitted, these fields cannot be edited by the applicant.
- V. Upload Biosketch (maximum of 1 MB).
- VI. Upload the Research Project Plan using the ASN Foundation provided template (maximum of 1 MB).
- VII. Upload the letter from the Department Chair and the Permission to Submit combined document (maximum of 1 MB).

**NOTE: You cannot proceed without uploading documents.**

- VIII. Enter the email address of three (3) references. Each reference will receive an email with a link to upload a letter of reference to the application. The applicant will be copied on each email. These references cannot be changed once the application is submitted.
- IX. Once you enter all reference contacts and send the emails, click submit.

## Editing an Application Before the Deadline

Many application fields may be edited at any point before the deadline by visiting the ASN Foundation Grants webpage, signing into the ASN website, clicking "Application," and then clicking "View Status." The applicant may override documents by uploading new versions, resend reference letter invites, and view the number of reference letters submitted. Changes to the project title and keywords must be requested via email ([grants@asn-online.org](mailto:grants@asn-online.org)).

In order to give references ample time to submit letters of recommendation, it is suggested an applicant upload placeholder documents to proceed to the reference email section. Clicking submit will save the application. Applicants should secure all references prior to submission as reference contacts cannot be changed once an application is submitted.

Applications cannot be edited after the deadline.

## Application Checklist

- ✓ Downloaded all templates needed for submitting the application
- ✓ Completed demographic and project qualifiers
- ✓ Uploaded applicant biosketch
- ✓ Uploaded Research Project Plan (Maximum of 10 pages total, not including resources)
  - Roadmap to Independence (1 page only)
  - Environment and Institutional Commitment (1 page only)
  - Abstract (Half page maximum)
  - Specific Aims (1 page only)
  - Preliminary Work, Proposed Research Strategy and Potential Problems (5 pages only)
  - References (e.g. cited literature)
  - Optional Resubmission Defense (1 page maximum)
- ✓ Uploaded letter from Department Chair and Permission to Submit document.
- ✓ Sent emails to three references for letters of support

## Evaluation Criteria

The ASN Foundation Grants Review Committee will consider the potential of the applicant and the proposed project for eventual funding by an NIH R01 grant or its equivalent. Assessment will include the qualifications of the applicant with respect to prior training, productivity, and independence, as well as the scientific merit of the proposed project. The institutional commitment to the development of the applicant as an independent investigator will also be assessed.

## Notification of Award

In May, all applicants will receive an email from the ASN Foundation announcing that their application status has changed. The email will contain a link that will redirect the user to the ASN website. Once logged in, the applicant will be redirected to the ASN Foundation Grant Submission Panel. From this page, an applicant can view the funding decision and download the reviewer comments. All documents in the applicant's ASN Foundation Grant Submission Panel will remain live for 30 days after the funding notification.

## Contact

Please contact the ASN Foundation with any questions at (202) 640-4665 or [grants@asn-online.org](mailto:grants@asn-online.org).