**FULL APPLICATION INSTRUCTIONS**

The deadline for receipt of the Letter of Intent (including an NIH biosketch)**.** Applicants will be informed of their eligibility to submit a full application on **January 3, 2022.**

The full application deadline is **February 21, 2022 at 5PM.**

All applications must be compiled and submitted as a single PDF tby email to: Kebrewosen.Densamo@childrens.harvard.edu.

The file must be named with the applicant’s name and year, e.g., SMITH\_2022\_YEAR\_1.pdf

Institutional signature is required at the time of submission. Scanned copies are acceptable for submission, signed originals of the face page, budget page, IACUC and/or IRB approvals will be requested if the project is approved.

NIH PHS398 forms should be used, with documents assembled in the order listed below.

NIH forms can be downloaded at <http://grants.nih.gov/grants/funding/phs398/phs398.html>

## FORMAT OF APPLICATION

* PHS398 Form Page 1 (Face Page)
* PHS398 Form Page 2 (Description, Sites, Personnel)
* PHS398 Form Page 4 (Detailed Initial Budget Period), and Budget Justification (use Continuation Page)
* Biographical Sketch (in NIH format)
* Other Support, which must include a paragraph explaining how this is a departure from your ongoing work and that of your previous or current mentors or collaborators.
* Resources must HDDC Core Facilities; their use should be described in the research plan.
* The **“Research Plan”** is limited to **3 pages** single-spaced, excluding references.
* References should not exceed 3 pages.
* Rigor and Transparency must be addressed, as mandated by NIH, see <http://grants.nih.gov/reproducibility/index.htm> for details.

## ADDITIONAL INFORMATION

List four names that you consider appropriate to review your application (on a continuation format page). These names can be, but are not limited to, members of the HDDC and the Harvard/Boston community. Please include full name, address, email, and telephone number.

**EVALUATION OF APPLICATIONS**

Full applications are reviewed by the HDDC Executive Committee and external experts. Finalists are selected and invited to present to the HDDC External Advisory Board, which assigns priority scores and ultimately makes funding decisions. These are based upon scientific merit, appropriateness of the project for the P/F program, and investigator status (NIH requires that priorities are: 1. new investigator; 2. established investigator without previous work in digestive diseases; 3. digestive diseases investigator moving into new area).

## RESPONSIBILITIES OF AWARDEES

* Awardees will be required to submit written progress reports in **March (2023 and 2024)** forExternal Advisory Board review andupdated versions in **August (2023 and 2024)** for the HDDC non-competing renewal application to the NIH.
* Awardees must participate in HDDC activities by attending research seminars and conferences and using HDDC Core services.
* Awardees will be required to present their work at the annual P/F recipient symposium and at the External Advisory Board meeting.

## All resulting publications must acknowledge the HDDC, e.g., "Supported in part by the Harvard Digestive Disease Center, NIH Grant P30 DK034854."

**CONTACTS**

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