2021 Pilot Project Program: Full Application Instructions
(BY INVITATION ONLY)

All applications must be assembled in the order listed below and adhere to the following requirements:

- Use only 11-point Arial-type font on single-sided, single-spaced sheets
- Place the Principal Investigator’s name (Last, First and Middle Initial) as a header on each page (except the Face Page)
- Number all pages consecutively
- Leave a half-inch margin on all sides
- Abide by page limitations noted below

For a copy of these instructions and the full application form, visit our website: https://medicine.yale.edu/whr/opportunities/funding/. Questions? Contact the WHRY Office at marco.mutonji@yale.edu early in the grant cycle.

Full application components:

1. Face page
   Use the Women's Health Research at Yale Face Page Form (pages 1-2) and complete all information. Scanned signatures are acceptable for digital submissions.

2. Table of contents
   Use form provided (page 3).

3. Abstract, work location, and personnel
   Use form provided (page 4). Provide an abstract describing the project, and:
   - List work location(s).
   - List all Key Personnel (include Principal Investigator, Co-Investigators, and Other Significant Contributors) with organization and departmental affiliation(s), percent and calendar month effort(s), and respective role(s) on the proposed project for each Key Personnel.
   - Provide areas of expertise required by reviewers.
   - Use an additional sheet if necessary and label 4a.

4. Budget
   Use NIH budget form (pages 5 & 6) provided.
   - Provide percent effort as well as calendar month effort for all personnel. Use NIH Salary Cap.
   - Provide specific costs for each line item. For a two-year grant, an inflation rate of 3% is acceptable for second-year salary figures.
The budget, in total direct costs, cannot exceed $35,000 for a Pilot Project Award application, $50,000 for a Focused Pilot Project Program Award, or $50,000 for a Pioneer Award application, for either a one- or a two-year budget period.

Please note indirect costs will not be provided. Budget not to exceed two (2) pages.

5. Budget justification
Use the provided Continuation Page.

- Provide a written justification for all personnel, their percent effort, and their specific role on the project (include Other Significant Contributors not requesting salary compensation).
- Provide dollar amounts and a brief, clearly written justification for all items for which funding is requested.
- Expenses for travel to professional meetings and publication costs are not allowed. The Program discourages the use of monies from this grant to purchase high-cost equipment or computers, and individuals with K-awards are ineligible to include salary/fringe support in this application.
- Include a statement disclosing any support that you have pending and a statement regarding cost-sharing if reduced costs can be demonstrated by using existing resources to offset the expenses of the project.
- LIST DIRECT COSTS ONLY.

Budget Justification not to exceed two (2) pages.

6. Practical benefit for women’s health
Use the provided Continuation Page.

- Clearly state the issue in women’s health that motivates this proposal: What is the problem you hope to address?
- Identify the population(s) who would benefit from this project and the specific benefits.
- Clearly state the logical connection between the hypothesis under investigation and the ultimate benefit you hope to generate.
- In the clearest language possible, describe how this research will help women.
- Include a time frame to realize the stated benefits.

Continuation Page not to exceed one (1) page.

7. Research plan
Use the provided Continuation Page. Include each of the following sub-headings in the order below and BOLD those in the text.

I. SPECIFIC AIMS
State the specific aims of the proposal. Include time frame to achieve the stated research goals.
II. BACKGROUND AND SIGNIFICANCE
Provide experimental rationale and significance of your research goals, including theoretical and empirical context.

III. PRELIMINARY DATA
Present preliminary data supporting project goals.

IV. DESIGN AND METHODS
Clearly state hypotheses, a well-devised methodology, a description of techniques or behavioral assays including assessments of reliability and/or accuracy, a clear data analytic plan for testing hypotheses, a justification of sample size, and a careful consideration of possible problems and/or confounding variables.

V. EXTERNAL FUNDING
Include one paragraph on how this research may lead to additional funding.

Research plan not to exceed six (6) pages. Illustrations, photographs and/or graphs are included within these page limitations.

8. Literature cited
List first three authors followed by et al., complete title, journal, volume, page(s), and year. Not to exceed two (2) pages.

9. Biographical sketch
Include new revised NIH-style Biographical Sketch (Rev. 03/2020 Approved Through 02/28/2023) for all Key Personnel. Biosketches must include a Personal Statement that describes the person’s experience and interest as it relates to the proposed project. Use forms provided and follow NIH instructions for completion. Not to exceed five (5) pages in length for each Key Personnel.

Other considerations

10. Letters from consultants/collaborators
Include letters of support from all Other Significant Contributors (e.g. consultants/collaborators) describing their support and relationship to the project.

11. Appendices
No appendices, publications, or additional attachments will be accepted.

12. Human subjects
No application involving human subjects, tissues, or cell lines will be accepted for funding without a Yale Internal Review Board number, Yale-affiliated hospital’s IRB number, or letter of exemption. For information regarding guidelines, contact the appropriate Office.
13. Animal subjects
No research involving animals will be accepted for funding without an Institutional Animal Care and Use Committee (IACUC) number if research conducted at Yale or by Yale investigators. No animal research conducted at a Yale-affiliated hospital will be funded without the appropriate affiliated Institutional Review Board approval. No animal research conducted at any location will be funded without IACUC approval.

Application approval prior to submission
Prior to submission, review is not required by the Yale Grant and Contract Office, only by department business office managers and chairs for budget approval and signature(s).

Application review process
Full applications received by the Center Office are peer-reviewed. The Center, with the assistance of its Scientific Review Committee, will conduct the final review. The Center does not provide critiques for unfunded proposals. Announcements of grant award(s) are anticipated in June 2021.

Submission
Complete applications must be received by Wednesday, January 6, 2021, at 12:00 PM.

NO EXTENSIONS WILL BE GRANTED. Applications that do not meet the above guidelines will be returned to the applicant without review.

Applicants must submit:
an electronic copy in Word or PDF format of the entire grant application (including letters of support) to marco.mutonji@yale.edu.