



National Kidney Foundation®

Serving Maryland and Delaware

2020-2021

PROFESSIONAL DEVELOPMENT AWARD

Application Instructions

1. **PURPOSE:** The objective of the award is to support a junior investigator who is on the path to developing an independent research program relevant to renal or urological disease. The award is intended to support the advancement of research related to *all aspects of genitourinary and kidney diseases* by investigators developing a research program without significant external grant support.
2. Applicants who have more than \$100,000 of additional grant funding at the time of award activation will not be considered for the Professional Development Award. Preference will be given to applicants who do not have another career development award. If the applicant receives another award prior to initiation of the NKF-MD Professional Development Award, he/she must notify NKFMDDE. *An NKFMDDE PDA and an NIH K-series or R-series award cannot be held concurrently.*
3. **APPLICANTS: Applicants must have a full-time faculty appointment at the instructor level or above.** The applicant may hold a Doctor of Medicine, Doctor of Philosophy, or equivalent degree. **Applicants outside the state of Maryland are not eligible for Professional Development funding.**
4. **DEADLINE: Applications and supporting documents must be received by 5:00pm, Monday, March 16, 2020.** The online application must be submitted at the NKFMDDE website (www.kidneymd.org). All supporting documents must be submitted via email to research@kidneymd.org.

**MATERIALS SENT VIA U.S. MAIL OR FAX WILL NOT BE ACCEPTED.
ABSOLUTELY NO LATE MATERIALS WILL BE ACCEPTED – NO EXCEPTIONS.**

5. **GRANT AWARD:** A *non-renewable* grant of \$40,000. The award is for one year to cover salaries or supplies. A maximum of 10% may be used to cover indirect costs at the grantee's sponsoring institution. Funds will be made available on a quarterly basis.
6. **REVIEW:** Based on a 4-point scale [1 (best) – 4 (least)] each of the following areas will be scored and used to evaluate the grant:
 - *Significance of research question*
 - *Originality, innovation, and creativity*
 - *Study design and evaluation methods*
 - *Goals, expectations, and likelihood of success*
 - *Record of Investigator*

7. REVIEW PROCESS: Each grant will be scientifically reviewed by qualified **internal and external** reviewers and the grant review committee. Final funding decisions will be made by the NKFMDDE.
8. ELIGIBILITY: Researchers with current NIH grants are not eligible for professional development awards. Members of the Medical Advisory Board of the NKF-MD are eligible to submit applications, but they may not participate in review of their submissions. ***Grantees must conduct their NKFMDDE funded research at institutions within the State of Maryland.***
9. SCIENTIFIC SESSION: Each grant awardee is required to present his/her research at the following year's Spring Scientific Session of the NKFMDDE, which occurs each year in May.

10. THE APPLICATION:

STEP 1: Complete and submit the online application form at the National Kidney Foundation Serving Maryland & Delaware's website, www.kidneymd.org.

STEP 2: Download the online ***Institutional Commitment Form***, have it completed by the Department or Division head of the appropriate institution, and submit it in PDF format, to research@kidneymd.org.

STEP 3: Submit Research Grant Application and Supporting Documents, in PDF format, to research@kidneymd.org.

STEP 4: Ensure that all required references are addressed to Sumeska Thavarajah, MD and submitted to research@kidneymd.org by the posted deadline.

Please submit your application and supporting documents as ONE PDF file (rather than multiple PDFs) if at all possible!

Research Grant Details and Supporting Documents must include the following:

Margins of at least ½" are required, using Times New Roman font, 10pt. minimum

CAREER STATEMENT (Maximum 1 page): State your career goals and how this project fits those goals. Use past performance and training as an illustration for your future plans and how this grant will enable you to reach your next step.

RESEARCH PROPOSAL (Maximum 3 pages):

1. Title
2. Specific aims or objectives
3. Introduction, rationale, or background for the project
4. Preliminary data
5. Methods, experiments, and protocols
6. Methods for data evaluation

NOTE: *Figures, illustrations, images, graphics, etc. should be put in an APPENDIX.*

BIBLIOGRAPHY (Maximum 1 page): Cited references may be included on this separate sheet. References in the project's summary must be made by number alone.

BUDGET (Maximum 1 page): Itemization of all costs. Indirect costs maximum 10%.

RESEARCH SUPPORT (Maximum 1 page): List all present research support including source, amount, principal investigator, project title, your role in project, percentage time spent. List all anticipated funding and sources.

PROJECT SUMMARY (Maximum 100 words): Summary should be suitable for publication and written for a lay audience.

HUMAN RESEARCH COMMITTEE (Maximum 1 page): Statement of project status with respect to the institutional review board of the relevant institution if the project involves human subjects and clinical research.

APPENDIX: All figures, illustrations, graphics, pictures, etc.

CURRICULUM VITAE of the applicant with publications list. NIH Biosketch format preferred.

LIST OF POTENTIAL REVIEWERS (Optional): Provide a list of two (2) potential reviewers with no conflict of interest. Please include the reviewer's name, name of institution, business address, e-mail, work phone, cell phone and note whether the reviewer is aware that you have listed him/her as a potential reviewer.

REFERENCE LETTERS: Three (3) letters are required.

- These letters should explicitly document the experience and capability of the investigator/applicant to successfully complete the research program described in the grant on the basis of the author's specific experience and knowledge of the applicant.
- One reference letter must be submitted by the Department or Division head who completes the Institutional Commitment Form and must describe the institution's commitment to the researcher.
- **All letters must be on letterhead, signed by the author, and submitted in PDF format via email to research@kidneymd.org by the application deadline.**

As a condition of receiving funding from the NKFMDDE, grant recipients are required to:

1. Participate in the NKFMDDE annual Scientific Session in the Spring of the year following the award;
2. Submit a progress report to the NKFMDDE by **Friday, May 8, 2020**. Progress reports should mention any publications (poster, talk, manuscripts, able to obtain other funding such as an NIH grant, etc.);
3. Give written acknowledgement to the NKFMDDE in any publications, or pending publications (poster, talk, manuscripts) that resulted from NKF-MD funded research;
4. Diligently pursue the project for which grant monies are received and make appropriate application for any exception or extension during the grant period;
5. Return any monies received from the NKFMDDE if the project fails to start or is terminated without full expenditure of funds; and
6. Notify NKFMDDE of any additional grants awarded during the Application Process and/or Award Period.

SUBMISSION INSTRUCTIONS

Application and all supporting documents must be received by:

5:00pm, MONDAY, MARCH 16, 2020

**Research Grant Details and all supporting documents should be sent in PDF format.
Please submit as ONE PDF file if possible.**

The NKFMDDE is not responsible for errors occurring during conversion to PDF format.

**MATERIALS SENT VIA U.S. MAIL OR FAX WILL NOT BE ACCEPTED.
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Direct QUESTIONS ONLY to:

Sumeska Thavarajah, MD
Chair, Medical Advisory Board, the NKF of Maryland
Telephone: 410.550.3247
Email: sthavar1@jhmi.edu