

FORMAT OF THE APPLICATION

The body of the grant must be no more than three (3) single-spaced pages. Applicants should follow NIH grant application formatting with standard type of 11-point font size (no more than 15 characters per inch) and margins of one-half inch (0.5”) on all sides. One additional HNORC summary sheet page is required and can be downloaded from the portal. Each application must contain the following items:

1. **Summary Sheet** (1 page).
2. **Budget:** Provide a budget (NIH PHS398 Format) and a 1-page detailed budget justification. Pilot projects should plan on taking advantage of HNORC core facilities. If funds are requested to support services from one or more of the HNORC cores, please include these as line items in the budget. **Travel should not be included, and strong justification will be required for any piece of equipment.** (Maximum, 1 page for budget justification). ***DO NOT SUBMIT A MODULAR BUDGET. Indirect costs will not be paid.***
3. The applicant's **NIH biosketch:** Use the current SciENcv Common Form. In the “Personal Statement”, please identify yourself as an early-career investigator or an established investigator not currently working in the obesity and nutrition fields, and briefly describe your research experience that is relevant.
4. **Other Support:** Provide a SciENcv Other Support document for the applicant and the applicant's mentor if applicable. This should include any pending applications at granting agencies with potential budgetary overlap.
5. **Research Plan** (maximum of 3 pages). The research plan should include sufficient information to evaluate the project and should include the following sections:
 - a. Specific aims (integrated into the research plan, and not included as a separate page):
 - List numerically and make them brief and to the point.
The aims should address specific hypotheses rather than just gathering data or doing a “fishing expedition”. List the hypotheses your aims address.
 - b. Significance and Innovation
 - Very briefly describe why this work is important and how it addresses a critical problem or scientific question in the field. How does this work challenge existing paradigms with novel approaches or methods?
 - c. Background and Preliminary Studies :
 - Make a synthesis from your literature review rather than just a listing of a string of facts.
 - Preliminary data is not required in the grant, since this is a pilot/feasibility grant.
 - If you have relevant preliminary results, these should be included and indicate whether it was done by you or someone else. If there is key preliminary data to show feasibility of your idea this should be included within this section of the application.
 - d. Research approach (Study design, methodology, data analysis and any problem areas anticipated) :
 - Explain the rationale for your experimental design and for choosing one particular approach over another.
 - There is no need (or space) to give minute details of common methods. Instead, state briefly the type of method that will be used and indicate what results will be expected.
 - Describe how you will analyze your results and address the potential pitfalls and potential problems you may encounter.
 - **Important: Within the research approach, describe how this project relates to the theme of the HNORC:** Projects must be related to obesity or nutrition research, and new directions are highly encouraged. This can encompass obesity comorbidities including type 2 diabetes, peripheral and central nervous system regulation of energy intake, obesity-related cardiovascular disease, etc. If you have questions regarding appropriateness of your research topic, please contact any of the HNORC research directors.
6. **Literature Cited:** List numerically, either in order of citation in the text or alphabetically.
7. **Timeline:** Provide a timeline for your project (1/2 page). Explain how you will carry out your project over the course of funding and any anticipated milestones that can be addressed in your annual progress report.
8. **Briefly describe the use of the HNORC cores for your project (1/2 page).** Specifically, outline how the cores will facilitate this research. Describe how you plan to participate and become involved in the activities of the HNORC, such as attending regular HNORC seminar series as well as the annual symposium.

9. **Briefly describe how results from this P/F award will be used to support an application for an NIH K or R award or comparable external award (1/2 page).**
10. Protocols using human subjects, animals, radioisotopes or biohazardous materials must have appropriate review and approval before HNORC funds can be expended. It is not necessary to obtain these approvals or a Routing Sheet before the application is reviewed. **If an application is approved, all of the relevant approvals must be obtained prior to final funding.**
11. For any project involving human subjects, you will be required to submit a **planned enrollment table and data sharing plan** for all nonexempt Human Subjects research. These items must be submitted before funding can be finalized.
12. **Applications require the signature of the chair of the applicant's academic unit (on the Summary Sheet).** *This signature will confirm that all clinicians who are PI's will have 50% protected time to perform the research. It is not necessary to obtain institutional signatures from the Office of Research.*