

---

## GRANT APPLICATION GUIDE *No application can be started until July 1 of the annual application year.*

---

### APPLICATION INSTRUCTIONS

1. Carefully read these complete application instructions.
2. Review the eligibility requirements.
3. Complete the application per the instructions.
4. Submit the application from **July 1 through December 1** of the annual application year
5. A **fee of \$160 must accompany the application** unless the primary investigator is an AABB individual member (Resident/Fellow, Health Care Professional, Physician/PhD).  
To learn about becoming an AABB individual member please visit [aabb.org/membership/join/](http://aabb.org/membership/join/)

---

### SUBMISSION REQUIREMENTS / APPLICATION PARTS

1. Administrative /Payment Information
2. Administrative Summary Information
3. Project/Performance Site Primary Location
4. Detailed Budget
5. Primary Investigator
6. Collaborative Team/Support
7. Research Project

---

### ANNUAL GRANT APPLICATION SUBMISSION DATES

Applications are accepted from **July 1 through December 1** of the annual application year.

- No applications can be started until July 1.
- No applications are accepted after 11:59pm ET December 1.
- Recipients are announced at the beginning of the year following application (example: apply in 2022, receive grant in 2023)

---

### APPLICANT ELIGIBILITY CRITERIA

- An applicant must be a doctor (MD or PhD), medical technologist, transfusion medicine or biotherapies professional. All applicants will be considered regardless of age, race, gender, national origin or religion.
- The Foundation accepts early-career applicants worldwide. How do we describe early-career?
  1. An *early-stage investigator* is a new investigator who has completed a terminal research degree or medical residency – whichever date is later – within 10 years of the grant application deadline and has not yet been awarded a substantial research grant (i.e. NIH R01). *Of note, there is a 13- month period during which an investigator can resubmit a revised application and retain early- stage investigator status.*
  2. Clinical fellowship training in a medical specialty or subspecialty training in the years that follow the internship/residency period is not considered a part of the residency. Often the clinical fellowship period will consist of a mixture of clinical and research training. The time spent in research training will be considered as applicable toward the 10 years of research and research training.
  3. If you have competed successfully for a substantial research grant (i.e. NIH R01) at any time in your career, you are NOT considered early-career and therefore you are not eligible for an AABB Foundation early-career Scientific Research Grant.
- We intend to fund researchers on a path towards independence.
- No candidate is eligible to receive more than one AABB Foundation early-career Scientific Research Grant over the course of their career.

## APPLICATION ELIGIBILITY CRITERIA

---

- Applications for research into innovative and new projects are a priority.
- No particular project can be funded more than once.
- An application for the same project may be submitted twice if not already funded by the AABB Foundation.
- Awards will NOT be made to increase the funding available for currently funded research projects. AABB Foundation early-career grants are intended to provide "seed" funding that allows the principal investigator to enhance preliminary data. This data may then be useful in applying for larger grants.

## FORMATTING

---

Supplemental materials provided along with your application must meet the following requirements.

***Proposals that do not meet these requirements may be rejected.***

1. PDF
2. Font-Arial
3. Size-11
4. One-half (½) inch margins
5. 10-12 characters per inch (character limit includes spaces.)
6. No more than six lines per inch

## APPLICATION ORDER

---

### 1. Administrative / Payment Information

- Eligibility Criteria
  - An applicant must be a doctor (MD or PhD), medical technologist, transfusion medicine or biotherapies professional. All applicants will be considered regardless of age, race, gender, national origin or religion.
  - The Foundation accepts early-career applicants worldwide. How do we describe early-career?
    1. An early-stage investigator is a new investigator who has completed a terminal research degree or medical residency – whichever date is later – within 10 years of the grant application deadline and has not yet been awarded a substantial research grant (i.e. NIH R01). Of note, there is a 13-month period during which an investigator can resubmit a revised application and retain early-stage investigator status.
    2. Clinical fellowship training in a medical specialty or subspecialty training in the years that follow the internship/residency period is not considered a part of the residency. Often the clinical fellowship period will consist of a mixture of clinical and research training. The time spent in research training will be considered as applicable toward the 10 years of research and research training.
    3. If you have competed successfully for a substantial research grant (i.e. NIH R01) at any time in your career, you are NOT considered early-career and therefore you are NOT eligible for an AABB Foundation early-career Scientific Research Grant.
  - We intend to fund researchers on a path towards independence.
  - No candidate is eligible to receive more than one AABB Foundation early-career Scientific Research Grant over the course of their career.
  - Applications for research into innovative and new projects are a priority.
  - No project can be funded more than once.
  - An application for the same project may be submitted twice if not already funded by the AABB Foundation.
  - Awards will NOT be made to increase the funding available for currently funded research projects. AABB Foundation early-career grants are intended to provide "seed" funding that allows the principal investigator to enhance preliminary data. This data may then be useful in applying for larger grants.
- Payment Information

**Instructions:**

- Click "AABB Foundation Grant Application Fee Payment Services" link.
- Add the product to your cart.
- Login to submit payment. (Enter your AABB ID or create a new non-member account)  
**ACCOUNT NEEDS TO BE THAT OF THE APPLICANT.**
- Process the payment. (a grant administrator's credit card can be accepted for payment on an applicant's account.)
- [AABB Foundation Grant Application Fee Payment Services Link](#)

**2. Summary Information**

- Project title.
- Research content area.
- How did you hear about this grant opportunity?
- Principal investigator name. (one individual from the research team needs to be identified as the Primary Investigator for the project.)
- PI degrees.
- PI title/position.
- PI department, service, laboratory, or equivalent.
- PI mailing address.
- PI phone.
- PI fax.
- PI email.
- Human subjects research.
- Vertebrate animals.
- Previous submission?
- Budget funding period.
- Budget amount requested.
- Summary of proposed research. (character limit: 500) If this application is chosen for funding, this summary will be used in AABB publications to promote you and your research.
- Research Relevance (character limit: 500)

**3. Project / Performance Site Primary Location**

- Organization name.
- Tax id number / DUNS.
- Organization mailing address.
- Additional project / performance sites.
- Key personnel on project.
- Human embryonic stem cells.
- Cell line. If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: <http://stemcells.nih.gov/research/registry/eligibilityCriteria.asp>. If a specific line cannot be referenced at this time, include a statement that one from the Registry will be used.
- Detailed Budget
- Budget funding period: 1 year or 2 years.
- Budget amount requested. (Cannot exceed \$75,000 total.)
- Itemized budget. Itemize direct costs requested for this grant. The grant maximum award of \$75,000 must be used exclusively for research. No indirect costs will be paid. This includes expenses such as institutional overhead, travel,

publications fees.

- Sample Budget Format
- Some things you may consider including in the budget: (Personnel Name, Position, Hours/Week, % Time / Amount in \$US) for these items: Consultant Costs, Reagents and Supplies, Equipment (may not exceed \$8,000), and Other Costs.

<b>NAME OF PROJECT</b>				
<b>SAMPLE GRANT APPLICATION BUDGET FORMAT: File size not to exceed 2 MBs.</b>				
	Personnel Name	Position	Hrs/Wk X Mn	% Time/Amount (\$US)
Consultant Costs				None
Reagents and supplies:				\$12,214.00
Equipment (not to exceed \$8,000)				None
<b>Other costs: (please list)</b>				
		Primary Investigator-1	4	5% effort \$14,568
		Research Tech - 2	40h/week x 9 months	75% effort (9 months at 100% effort) \$ 33,000
BioDesign Array Core Facility (n=10 protein microarrays, with interpretation)				\$15,218.00
				\$
				\$
<b>TOTAL AMOUNT REQUESTED</b>				Not to exceed \$75,000 US dollars

- Budget justification. Key personnel and consultants mentioned in the proposal should be named and provided for in the budget, whether or not salary support or consultant fees will be covered by AABB Foundation funding. Salary support must be justified by the percent effort committed to the project. Although the Foundation does not require information about team members' other time commitments, the applicant is expected to ensure that the promised percent efforts are realistic, so that the success of the project is not compromised. Overhead/indirect costs should not be included. (character limit: 4,500). List total and itemized costs. The breakdown of costs, including anticipated quantities where appropriate, must be sufficiently detailed that the reviewer can evaluate the appropriateness of the request. If the amount of work proposed is disproportional to the requested level of funding, include a note of explanation.

#### 4. Primary Investigator

- PI resume / NIH biographical sketch. Upload the PI's resume or NIH Biographical Sketch. Do not exceed 5 pages (1 MiB) adhering to the formatting criteria above.
  - Name
  - Position Title
  - Education Training (*Begin with baccalaureate or other initial professional education. Include postdoctoral*

- training and residency training if applicable.*) (Institution/Location - Degree - Completion Date - Field of Study)
- Personal Statement (*include how AABB Foundation funding will further your research independence.*)
- Positions and Employment
- Other Experience and Professional Memberships
- Honors
- Contribution to Science
- Personal Statement. Describe how receiving an AABB Foundation early-career grant will help your career. (character limit: 1,750)
- PI current / pending funding (include all federal and non-federal) (character limit: 10,000). For each item give:
  - Title of the research project
  - Source of support
  - Percentage of appointment on the project
  - Dates of entire project period
  - Annual direct costs
  - Delineate and justify the nature and extent of any scientific and/or budgetary overlaps
  - Any modifications that will be made should the present application be funded
- PI additional current / pending funding (including all federal and non-federal). If additional space is necessary to provide the PI's current and pending funding, it may be uploaded in one PDF adhering to the formatting criteria above. (1 MiB)

## 5. Collaborative Team / Support

- Collaborative team members' resumes or NIH Biographical Sketches. Upload them into one PDF. Follow this format for each person. Do not exceed 5 pages for each person. (2 MiB)
  - Name
  - Position Title
  - Education Training (*Begin with baccalaureate or other initial professional education. Include postdoctoral training and residency training if applicable.*) (Institution/Location - Degree - Completion Date - Field of Study)
  - Personal Statement
  - Positions and Employment
  - Other Experience and Professional Memberships
  - Honors
  - Contribution to Science
- Recommendation / support letters. Upload letters of support from key personnel, consultants, or organizations. (2 MiB)
- Collaborators' current / pending funding (include all federal and non-federal) (character limit: 10,000).
- For each item give:
  - Title of the research project
  - Source of support
  - Percentage of appointment on the project
  - Dates of entire project period
  - Annual direct costs
  - Delineate and justify the nature and extent of any scientific and/or budgetary overlaps
  - Any modifications that will be made should the present application be funded

## 6. Research Project

- Grant application resubmission response. If the application is a resubmission from a previous year, a reviewer

response is required. (character limit: 3,500)

- Resources. Describe the relevant facilities, equipment, techniques, animal care provisions, reagents, access to specimens, and other resources that will be available for the proposed studies.

Past accomplishments of the applicant's laboratory and the adequacy of the facilities help assure the reviewers that the proposal's goals will be met. A collaborative research environment, providing the applicant with a mix of independence and support, will be seen as a particular strength. (character limit 10,000)

- Specific aims. (1 page, 1MiB)
- Research narrative. The applicant is encouraged to submit a focused, innovative proposal on a topic of importance to transfusion medicine. The narrative must be written by the Principal Investigator. While direct consultation and grantsmanship may be accomplished by co- investigators and/or the mentor, the application must be authored primarily by the Principal Investigator. The narrative must outline specific experiments with a goal that can be achieved within the study period and contain the following elements:
  1. Significance
  2. Innovation
  3. Preliminary Data
  4. Approach

Upload your research narrative in one PDF. Page limit: 6 pages (5MiB) adhering to the formatting criteria provided. Figures/Images must be legible at 100% view size, and any text on the figure (e.g. axis titles) must be clearly readable. Figure legend font should be Arial and must be at least size 10.

- References. Should be uploaded in one PDF and include all author names, title, journal, volume, issue, pages, and PMID (if applicable). Also include pertinent reprints and/or manuscripts accepted or submitted for publication. Include relevant (limit 3, 2MiB) of the applicant and co-investigators' peer-reviewed papers on related studies. If the proposed study involves interviews with human subjects, provide copies of the interview script or self-assessment questionnaire.
- IRB and IACUC approval documentation. 2MiB. Evidence of human and animal review board approvals should be provided, if appropriate. Discuss any special ethical issues presented by the proposed studies. If reviews are pending, explain when the review outcome is expected. Follow up by sending evidence of the board's action when available. If the application is selected for funding, no funding will be released without the appropriate IRB/IACUC approval documentation received. *\*Note: ethical approval documentation must include the AABB Foundation early-career Scientific Research Grant PI's name and project title to be accepted.*

## PRESUBMISSION REVIEW

---

When the submission package is thought to be complete, review it against the application instructions, verifying that each instruction has been followed. If the applicant believes that an instruction does not apply, a brief justification should be provided. Proof the numbers, including percentages, given in the proposal. Verify that illustrations are legible, and that terminology is used precisely and consistently throughout.

Ideally the applicant would have the submission reviewed by two or more investigators who have demonstrated success in applying for scientific research grants from funding agencies such as the National Institutes of Health, or individuals who have performed grant reviews for such agencies. A biostatistician's critique of the study design and plans for data analysis may be especially important. The application may be printed for review prior to submission.

Remember that although our reviewers are chosen for their broad knowledge and experience in transfusion medicine, biotherapies, patient blood management, they may not be intimately familiar with the proposed area of research. The application must be able to stand alone, therefore, assuming that the reviewer has no in-depth knowledge of the study area, team expertise, or available resources. Pre-submission reviewers who are not part of the project team will be more apt to identify parts of the submission that need expansion or clarification. Amend the proposal as necessary to incorporate recommendations from these established investigators.

## RESUBMISSION

---

Unfortunately, the AABB Foundation can only fund a limited number of proposals annually. An applicant whose project is not selected for funding is wise to consider how the experience can help in obtaining future funding for this or other projects. Begin by scrutinizing the review provided, which summarizes the review committee's comments, to determine the perceived strengths and weaknesses in the submission.

If the applicant elects to re-submit the proposal for consideration during the next grant funding cycle, the revision must specifically address each weakness identified by reviewers of the previous application. A reviewer response to the previous submission is required. Although different reviewers may evaluate the resubmission, they will look to see how the revised proposal responds to the critique of the original one. An inadequate response will be seen as a significant deficiency.

## FURTHER ASSISTANCE

Questions about the AABB Foundation review process may be directed to the AABB Foundation by telephone (301-215-6552); email ([foundation@aabb.org](mailto:foundation@aabb.org)); or mail (4550 Montgomery Ave, Suite 700, North Tower; Bethesda, MD 20814).

## ONLINE GRANTS PORTAL

Some fields within screen captures do not apply to the grant application. Images are examples only.

The AABB Foundation application must be submitted via the [online grants portal](#). The next several pages walk you through how to create your account and submit your application.

If you already have an account with the AABB Foundation Grants Online Portal;


- Enter your Login, which is your e-mail address, in the Email Address field.
- Enter the Password that you chose when you set up your account.
- Press the “Log On” button to enter the Grant Lifecycle Manager.

If you have forgotten your password;

- Click on the [Forgot your Password](#) link, enter your User ID, and the system will email your password to your e-mail account.

**If you do not have an existing account;**

- Click on **Create New Account to register**.



The screenshot shows the Foundant Technologies website header with the logo and the tagline "Technology for Doing Good, Better." Below the header is the "Logon Page" which includes the following elements:

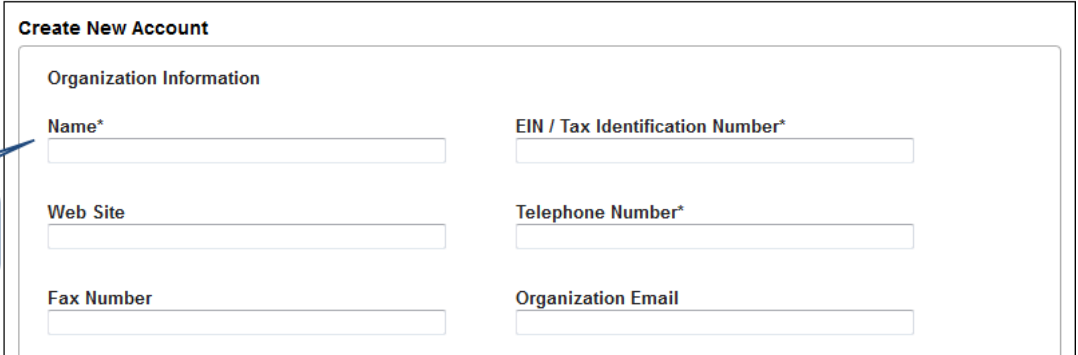
- Email Address\***: A text input field with a question mark icon to its right. A callout bubble points to this field with the text: "Applicants who have previously registered can enter their account by entering their User ID (Email Address) and Password".
- Password\***: A text input field with a question mark icon to its right.
- Forgot your Password?**: A blue text link. A callout bubble points to this link with the text: "Click here to enter your User ID (Email Address) and receive your password via email".
- Log On**: A button.
- or**: Text between the buttons.
- Create New Account**: A button.
- A callout bubble at the bottom points to the "Create New Account" button with the text: "New Applicants must register themselves and their organizations".



## CREATING A NEW ACCOUNT

### 1. Click on **Create New Account**

Enter your Organization Information (Tax ID is Required.)



**Create New Account**

Organization Information

Name*	EIN / Tax Identification Number*
Web Site	Telephone Number*
Fax Number	Organization Email

Required fields are marked with an asterisk.

### 2. Click on the **Next Step** button

Enter Your (Applicant) Contact Information



**Create New Account**

Your Information

Copy Address from Organization

Click here to copy the organization address.

Salutation	First Name*
Middle Name	Last Name*

### 3. Click on the **Next Step** button

Provide your institution's grant manager's (or equivalent) contact information. If funded, this individual will receive the grant funding for your project and manage the allocation.



**Create New Account**

Additional Executive Officer Information

Copy Address from Organization

Click here to copy the organization address.

Salutation	First Name*
Middle Name	Last Name*

4. Click on the **Next Step** button

Set your password

**Create New Account**

Password

Password\*

Confirm Password\*

Previous Step Finish

5. Click on the **Finish** button

Confirm that you received your registration email from the system. It is important to make sure you can receive emails, as this will be a method of communication from the organization.

## APPLICANT STATUS PAGE

After you have registered your account, you will be directed to the **Application Page**.

### APPLY

This allows you to review the available grants and apply.

**AABB Foundation Annual Grant Cycle – access is not available until July 1<sup>st</sup> and ends 11:59pm ET December 1.**

### DASHBOARD

This is your homepage where you can check on the status of your grants. This page will display the form you just filled out, what its status is, and what the next form will be.

### FAX TO FILE

Instead of scanning a document you can fax it to your computer. Using Fax to File helps shrink documents to a smaller file size.

Organization: XYZ Org Hollie Short

**FOUNDANT** technologies

requests  
Dashboard  
Apply  
tools  
Fax to File

Technology for Doing Good, Better.

Click to edit your contact information

Click to apply for a grant

Application Status Page

View the status of your applications below.

Contact: Hollie Short  
123 Main St  
Bozeman, MT 59718

406-922-5131  
hollie.short@foundant.com

**Info:** If your organization information does not appear correct, please contact the funder. Thank you.

Organization: XYZ Org  
123 Main St  
Bozeman, MT 59718

406-922-5131  
12-1234567

Make sure your organization's information is correct. If it is not, contact the funder.

## BEGIN APPLICATION

# AABB FOUNDATION GRANT CYCLE / EARLY CAREER GRANT APPLICATION

Access to the portal is from **July 1 and ends 11:59pm ET December 1** of the annual application year.

- No applications can be started until July 1<sup>st</sup>.
  - No applications are accepted after December 1.
1. Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
  2. Certain types of questions have limitations. Text questions will have a character limit which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MiB). The size of file you are uploading must be under the amount of MB's allowed on the question.
  3. Applicants can save as draft and come back to the form after any given time to complete it. The foundation will not check for completeness until the form is submitted.

The screenshot shows a web application form titled "Application". At the top right, there are two buttons: "Application Packet" and "Question List". Callout boxes point to these buttons with the text: "Click to create a PDF of the form with your responses" and "Click to create a PDF of the questions without responses".

The form contains the following sections:

- Contact:** Hollie Short, 123 Main St, Bozeman, MT 59718, 406-922-5131, hollie.short@foundant.com
- Info:** If your organization information does not appear correct, please contact the funder. Thank you.
- Organization:** XYZ Org, 123 Main St, Bozeman, MT 59718, 406-922-5131, 12-1234567, www.test.com
- Info:** Questions marked with a \* are required.
- Question Group** (collapsed)
- Organization Information** (expanded):
  - Multiselect Checkbox List**
  - Multiselect Checkbox List instructions will display here. This question allows any combination of items to be selected. There is no way to restrict how many answers a user selects. There is not a "select all" option available.
  - Ages 0-3
  - Ages 4-6
  - Ages 7-9
  - Ages 10-12
  - Ages 13-15
  - Ages 16-18
  - Ages 18 and up

At the bottom of the form, there are two buttons: "Save Application" and "Submit Application". Callout boxes point to these buttons with the text: "Click to save the form" and "Click to submit your completed form".

After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your Application Status Page to see what stage the application is in, if in doubt.

## ACCESSING FORMS AFTER SAVE AND SUBMIT

The **Application Status Page** is where you can check on the status of your applications and access for historical record keeping. The Application Status Page is your homepage. You will be automatically directed there when you login.

1. If you've submitted the form, then you can only view the grant request and print it.
2. If you saved the form, then you can edit the saved form from the Application Status Page.

The screenshot shows the 'Application Status Page' with the following content:

Contact: Daren Nordhagen  
4928 Bogart Bozeman, MT 59715  
345-652-4785  
darennordhagen@foundant.com

Info: If your organization information does not appear correct, please contact the funder. Thank you.

Organization: ABC Organization  
234 Ice Center Lane Bozeman, MT 59718  
555-426-8856  
53-0196605  
www.granhub.com

Special request grant

Process: Foundant Training Process	Application	Draft	03/05/2015	Edit Application
	Decision	Undecided		View Details

Operating Support 2015

Process: Foundant Training Process	Application	Submitted	02/22/2015	View Application
	Decision	Approved	2/23/2015	View Details

Follow-Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Grant Agreement	Daren Nordhagen	Overall Grant	04/01/2015	Assigned	Edit
Final Grant Report	Daren Nordhagen	Overall Grant	05/01/2016	Assigned	

Callouts:

- Click to collapse the details of this request (points to the 'Special request grant' header)
- Click to edit the form (points to 'Edit Application')
- Click to view the form (points to 'View Application')
- Click to view the details of the decision (points to 'View Details')
- Names of follow up forms assigned (points to the 'Follow-Up Forms' table)

## VIEWING DECISION DETAILS

The **Decision Details Page** is where you can view the details of your grant. **All organizations may not have funding information viewable to applicants.**

The screenshot shows the 'Application Process Status - Follow Up Draft' page with the following content:

STAGE	STATUS	INITIAL SUBMISSION
Application	Complete	02/22/2015

View

STAGE	DECISION TYPE	DECISION DATE
Decision	One Time	02/23/2015

Payment Summary

Grant Amount: \$2,500.00  
Grant Type: One Time  
Due: 02/28/2015

PAYMENT DATE	PAYMENT AMOUNT

Callouts:

- Grant Amount (points to '\$2,500.00')
- Date of Grant (points to '02/23/2015')
- Type of Grant (points to 'One Time')
- Payment Details (if a payment has been made) (points to the empty 'PAYMENT AMOUNT' column)

## FURTHER ASSISTANCE

Questions about the AABB Foundation Early-career Scientific Research Grant review process may be directed to the AABB Foundation by telephone (301-215-6552); email (foundation@aabb.org); or mail (4550 Montgomery Ave, Suite 700, North Tower; Bethesda, MD 20814).