



## Research Grant Guidelines

- How to Submit:** Unless directed otherwise, Principal Investigators must submit applications through the online portal by the date specified in the corresponding request for applications (RFA). The online portal can be accessed at the following URL: [https://webportalapp.com/appform/login/pedra\\_grant\\_portal](https://webportalapp.com/appform/login/pedra_grant_portal). Applicants are encouraged to create an account and review the online application before preparing materials.
- Application Requirements:** Specific requirements for each grant cycle will be included in the corresponding RFA. Applicants should carefully review the RFA and prepare all materials before beginning the online application.
- Format Requirements:** All written materials (e.g. research proposal, budget, and biosketches) must be prepared in single-spaced Arial 11-point font or comparable standard font that is no smaller than Arial 11-point font. Pages must be 8.5” x 11” in size with no less than one-half inch margins on all sides. Font contained in tables, figures, and letters of support may deviate from these guidelines as long as it is legible.
- Individual vs. Collaborative Studies:** Research Grants may be submitted by either a single Principal Investigator or collaboratively by a Principal Investigator with Co-Investigators (or Co-Principal Investigators) from the same or other sites. Biosketches from the Principal Investigator and all Co-Investigators must be included with application materials and the budget should reflect how funds will be used across multiple sites when applicable. While not required, Principal Investigators are strongly encouraged to include letters of support from all Co-Investigators.
- Layman’s Summary vs. Abstract:** Both a layman’s summary and abstract are required with every submitted application. The layman’s summary (150-word maximum) should clearly summarize the hypothesis, methods, and significance of the

proposed research for the layperson audience using simple language. The abstract (250-word maximum) should summarize the hypothesis, methods, and significance of the proposed research for the scientific audience and may include scientific jargon and preliminary data. Please note that the layman's summary from successful applications may be shared publicly on the PeDRA website or other channels of communication.

6. **Cover Letter:** A cover letter must be provided with all applications. The letter should appear on institutional letterhead and be addressed to the PeDRA Grants Committee. The letter should provide context for the accompanying application materials and describe how the research proposal satisfies the goals of the corresponding RFA. In cases of resubmission or overlapping funds, the cover letter must address these items directly as described below (see “**Resubmission**” and “**Overlapping Funds**”). The cover letter should not be used as a way to exceed page limits for the research proposal.

7. **Budget:** Budgets should be prepared using the NIH budget template, available here: <https://grants.nih.gov/grants/funding/phs398/fp4.pdf>. Budgets may include travel support and salary support for Principal Investigators, Co-Investigators, and research staff. PeDRA may award projects based on the original budget or make conditional awards dependent upon requested adjustments to the original budget. Research grant funds may only be used for the work proposed according to the original budget. Any significant deviation from the original budget must be approved by PeDRA. Please send any such requests to [katherine.devenport@pedraresearch.org](mailto:katherine.devenport@pedraresearch.org) along with a written justification.

9. **Research Proposal:** Research Proposals should provide a concise description of the research to be conducted. Applicants are encouraged to carefully organize their proposals for logic and readability. Tables and figures may be embedded within the text and should be referenced in the proposal's narrative. All proposals should include the following:

- **Specific Aims:** In a single page, provide reviewers with a brief background for the proposed research, the hypothesis, and a summary of the aims to be accomplished. Specific Aims pages should be prepared as they would for an NIH proposal.

- **Background and Rationale:** Provide reviewers with the foundation for the proposed research, including a summary of relevant literature and preliminary data (if available).
- **Significance/Unmet Needs:** Convince reviewers that the proposed research is important to the field of pediatric dermatology.
- **Objectives:** Describe the measurable, specific outcomes anticipated from the proposed research.
- **Methods:** Provide reviewers with a detailed description of the research to be conducted. Be sure to include the study/experimental design, outcome measures, and statistical analysis plan. Do not include detailed descriptions of routine techniques (e.g. how to do a western blot) but do convince reviewers that the project team has the expertise and resources necessary to accomplish its objectives.
- **Feasibility and Alternative Approaches:** Address the feasibility of the proposed research, potential pitfalls, and alternative approaches that will be employed if obstacles are encountered.
- **Future Plans:** Describe expectations for the future, should the proposed research be successful. Consider plans to pursue additional funding, commercialize an invention, attract new collaborators, or other meaningful outcomes. Pay close attention to the goals of the corresponding RFA when considering future plans.
- **References:** Provide a list of references used throughout the proposal. Reference pages will not be counted toward the research proposal page limit.

10. **Biosketches:** Biosketches must be provided from the Principal Investigator and all Co-Investigators. Biosketches must adhere to the 5-page NIH format, available here: <https://grants.nih.gov/grants/forms/biosketch.htm>.

11. **Award Period:** Projects are expected to begin within six-months of the application due date. Special requests to extend this time-period must be submitted in writing to [katherine.devenport@pedraresearch.org](mailto:katherine.devenport@pedraresearch.org) and will be evaluated on a case-by-case basis. Applicants should carefully consider this requirement when deciding to which cycle to apply.

12. **Award Disbursement:** Upon receipt of a fully-executed grant agreement, PeDRA will disburse the full amount of the grant as a single check sent to the payee identified in the online application. Principal Investigators should coordinate with their host institutions and their Co-Investigators to ensure that payment is received and then distributed as necessary.

13. **IRB and IACUC Approval:** All research involving human subjects or animals must have institutional approval before being funded. Applicants must attest to IRB/IACUC approval status in the online application, and awardees will be required to provide a copy of IRB/IACUC approval prior to receiving funds. Proof of ongoing approval is necessary on a yearly basis. While not required, in the case of multi-site studies, applicants are strongly encouraged to obtain IRB approval prior to submitting their application in order to begin research within the required six-month window (see “Award Period”).

14. **Transfers:** Requests to transfer investigator(s) or institution(s) during an award period will be evaluated on a case-by-case basis. Principal Investigators must submit such requests in writing to [katherine.devenport@pedraresearch.org](mailto:katherine.devenport@pedraresearch.org) no fewer than six weeks prior to the proposed move. PeDRA may approve such transfers or terminate the award and request for the remaining award balance be returned.

15. **Departmental and Indirect Costs:** Award funds are to be used only for the designated recipient and project for which the application was submitted. Award funds cannot be used for indirect costs of the institution or departmental costs.

16. **Publications and Presentations:** Public dissemination of the funded research (e.g. publications, abstracts, posters, presentations) must acknowledge support from “Pediatric Dermatology Research Alliance (PeDRA)”. In the case of posters and presentations, the PeDRA logo should be included as space and time allow. PeDRA should be notified of any such published work at least two weeks before public dissemination, and a copy of any such public dissemination should be forwarded to [katherine.devenport@pedraresearch.org](mailto:katherine.devenport@pedraresearch.org). Award recipients are asked to submit their

work for presentation at the PeDRA Annual Conference(s) and/or SPD Annual Meeting(s) during and after their award periods.

17. **Multiple Submissions:** Investigators may submit more than one proposal in the same cycle. In such cases, care should be taken to adjust project budgets and other application materials accordingly. Applicants may also apply for funding if they have submitted for or received the Research Hot Seat – A PeDRA Shark Tank Award in the same or previous years.

18. **Resubmissions:** PeDRA strongly encourages the resubmission of unfunded proposals in subsequent grant cycles. In such cases, applicants should address reviewer feedback and demonstrate meaningful changes to their application. The cover letter should be used to address reviewer comments and describe the changes that were made.

19. **Eligibility:** Principal Investigators need not be trained in pediatric dermatology but must hold the degree of MD and/or PhD (or equivalent) and be eligible to apply for grants under the guidelines of their host institution. Principal Investigators need not be United States citizens and the research need not be conducted in the United States. International applicants are encouraged to apply.

20. **Overlapping Funds:** Principal Investigator and/or Co-Investigators may have, or be in concurrent pursuit of, funding from another source for the same, or a similar, project. If this is the case, the cover letter must provide a brief explanation of how funds from the multiple sources will be used.

21. **Reporting:** Within six weeks of the award's termination date, Principal Investigators must submit a final written report. Principal Investigators will be ineligible to apply for subsequent PeDRA research grants until final reports are received. Final reports must include two components:

- A **project report** must describe activities undertaken during the award period, data gathered and their interpretation, any obstacles encountered, and any deviations from the original proposal. The project report must also list all public

- dissemination of the research, including content that is in preparation, submitted, or under review.
- A **financial report** must provide a detailed accounting of how funds were used. This is often prepared by a university's grants office and may be sent directly to PeDRA separate from the project report. Any remaining balance at the end of the award must be returned to PeDRA immediately.

22. **No Cost Extensions:** Principal Investigators may request no cost extensions of up to six months should a balance remain at the end of the award period. No cost extension requests will be evaluated on a case-by-case basis and must be submitted as a written request with brief justification to [katherine.devenport@pedraresearch.org](mailto:katherine.devenport@pedraresearch.org) no fewer than one month prior to the end of the award period.

*Please email [katherine.devenport@pedraresearch.org](mailto:katherine.devenport@pedraresearch.org) with any additional questions.*