

1. **How to Submit:** Unless directed otherwise, applicants must submit applications through the online portal specified in the corresponding request for applications (RFA) by the date specified. Applicants are encouraged to create an account and review the online application before preparing materials.
2. **Application Requirements:** Specific requirements for each funding opportunity will be included in the corresponding RFA. Applicants should carefully review the RFA and prepare all materials before beginning the online application.
3. **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. 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 if it is legible.
4. **Individual vs. Collaborative Studies:** Unless specifically noted otherwise in an RFA, funding applications 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 different institutions. 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 institutions when applicable. While not required, principal investigators are strongly encouraged to include letters of support from all co-investigators.
5. **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 every application. 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 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 to exceed the page limit of any other component of an application.
7. **Budget:** Unless specifically noted otherwise in an RFA, 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 investigator(s), co-investigator(s), and research staff. PeDRA may award projects based on the original budget or make conditional awards dependent upon requested adjustments to the original budget. 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 research@pedraresearch.org along with a written justification.

8. **Proposal:** Proposals should provide a concise description of the project to be conducted that addresses specific requirements described in the corresponding RFA. 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.
9. **Biosketches:** Biosketches must be provided from the principal investigator and all co-investigators, or in the case of Research Fellowships the mentor and fellow. Biosketches must adhere to the 5-page NIH format, available here: <https://grants.nih.gov/grants/forms/biosketch.htm>.
10. **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 research@pedraresearch.org and will be evaluated on a case-by- case basis. Applicants should carefully consider this requirement when deciding which cycle is most appropriate for their submission.
11. **Award Disbursement:** Upon receipt of a fully executed grant agreement, PeDRA will either (a) disburse the full amount of the grant as a single check or electronic fund transfer to the institution of the principal investigator or fellowship mentor or (b) disburse fractions of the award amount over a prespecified schedule that may be dependent upon interim milestones being met. It is the responsibility of the awardee to provide complete and accurate payee information after receiving award notification to ensure timely payment. It is the responsibility of the Principal Investigator and host institution to coordinate the distribution of funds to co-investigators at other institutions.
12. **IRB and IACUC Approval:** All research involving human subjects or animals must have proper regulatory approval before any work takes place. Applicants must attest to IRB/IACUC approval status in the online application, and awardees must agree to provide a copy of IRB/IACUC as a condition of funding. Proof of ongoing approval is necessary on a yearly basis. While not required, **applicants are strongly encouraged to obtain IRB approval before applying** to begin research within the required six-month window (see "Award Period" above).
13. **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 research@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.
14. **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.
15. **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. 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 research@pedraresearch.org. Award recipients are asked to submit their work for presentation at the PeDRA Annual Conference(s) during and after their award periods.
16. **Multiple Submissions:** Individuals **may not** serve as principal investigator or fellowship mentor on more than one application to the same funding program in the same cycle. However, the following scenarios **are allowed:**

- Multiple applications may be submitted from different individuals at the same institution in the same cycle.
- Individuals may serve in different capacities on multiple applications in the same cycle (e.g., co-investigator or collaborator).
- Individuals may serve as principal investigator or fellowship mentor on multiple applications in the same calendar year.
- Individuals may serve as principal investigator or fellowship mentor on an application while serving as principal investigator or fellowship mentor on another active PeDRA grant or award.
- In such cases when funds from two PeDRA funding programs may overlap, care should be taken to justify the use of all funds in budgets and cover letters (see “Overlapping Funds” below).

17. Resubmissions: PeDRA strongly encourages the resubmission of unfunded applications 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.

18. Eligibility: Unless specifically noted otherwise in an RFA, investigators or mentors on fellowship grants 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.

19. Overlapping Funds: Principal investigator(s) and/or co-investigator(s) 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 budget justification and cover letter must provide an adequate explanation of how funds from the multiple sources will be used.

20. Reporting: Within six weeks of an award’s termination date, awardees must submit a final written report. If reports are not received within this six-week period, awardees will be ineligible to apply as principal investigator or fellowship mentor on subsequent PeDRA grants or fellowships 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.

21. No Cost Extensions: Awardees may request no cost extensions of up to eighteen 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 no fewer than one month prior to the end of the award period as a written request with brief justification to research@pedraresearch.org.

22. Renewals: In some cases, grantees may apply for additional year(s) of funding through a competitive renewal process.

- **Eligibility:** Such opportunities will be communicated in RFAs for specific funding mechanisms in specific years. Only grantees for these application cycles will be eligible (e.g., a 2019 grantee would not become eligible for renewal in 2020 if the opportunity is offered for the first time in 2020).
- **Procedure:** To request a renewal, active grantees must submit a written request by email to research@pedraresearch.org no later than one month before the award end date. Requests must include the following:
 1. Cover letter (2-page maximum)
 2. Progress report (2-page maximum) - will satisfy the project report requirement for the original award term
 3. Project proposal (3-page maximum, not including references)
 4. Budget (2-page maximum) – Provide a detailed budget and brief justification that includes an explanation of any actual or anticipated overlapping funds and plans for support beyond the award period (if applicable)
 5. Biosketches (5-page maximum per biosketch) – only required if new personnel are joining the study team

Renewal requests will be reviewed by the PeDRA Grants Committee and applicants will be notified of the outcome no later than the original award end date.