

## Rita Allen Foundation Scholars Program Grant Guidelines

### Overview

The Rita Allen Foundation Scholars Program provides grants to leading biomedical research institutions selected by the Rita Allen Foundation Scientific Advisory Committee and within parameters defined by the Rita Allen Foundation Board of Directors. The Scholars Program supports research scientists in the early stages of their careers. Fields of research are cancer, immunology and neuroscience. The Rita Allen Foundation reviews grant proposals by invitation only.

Individuals chosen will be designated Rita Allen Foundation Scholars and the affiliated institution will receive financial support from the Rita Allen Foundation of up to \$110,000 annually, for a period of up to five years.

### Key Dates and Deadlines

July 15 – October 23, 2019	Application period
September 11, 2019	Letter of Inquiry (LOI) deadline (11:59 p.m. ET)
October 23, 2019	Application deadline (11:59 p.m. ET)
November 5, 2019 – January 31, 2020	Review period
February 27, 2020	Finalist interviews—New York City (Inclement weather date: February 28, 2020)
April 2020	Grant contracts due
April 2020	Grant awards announced
June 2020	Press announcement
September 2020 – August 2025	Grant period
August 31, 2021, 2022, 2023, 2024	Interim reports due
December 1, 2025	Final report due

***Note: All institutions must submit a Letter of Inquiry (LOI) for approval by September 11, 2019, before their candidate may begin the application process.***

### Eligibility

To be eligible for a Rita Allen Foundation Scholars Award candidates must:

- Be nominated by a selected institution
- Have completed their training and provided persuasive evidence of distinguished achievement or extraordinary promise in research in one of the relevant fields
- Be in the early stages of their careers; most likely, this will mean a recent appointment at a faculty level

Rita Allen Foundation Scholars may not accept an award from the Beckman Young Investigator Program, Pew Scholars Program in the Biomedical Sciences, Searle Scholars Program or Vallee Scholars Program that would take effect beginning in year one of the RAF award. Rita Allen Scholars may apply for awards from these

organizations that would take effect beginning in year two of the RAF award. Other sources of funding also may influence selection.

**The application for the Rita Allen Foundation Scholars Program is a two-part process: the formal *Nomination (Letter of Inquiry/LOI)* by an institution; and the nominee's own subsequent *Proposal and Support Materials*.**

### **Nomination (LOI) Requirements**

The nomination for the grant application must be completed by a senior official at the nominating institution and must be completed online through *Fluxx*, a web-based grant application system, by September 11, 2019. *Each institution must complete a new registration in Fluxx every year, regardless of whether registered in previous years.* Nominations should include the following required support materials:

- identification of the candidate and an official letter of nomination;
- an assessment of the candidate; and,
- a description of the procedure used by the institution to identify the nominee, as well as a paragraph explaining the tenure track or the equivalent at the institution.

*Institutions are limited to submitting one nomination. Re-nominating candidates from previous years is discouraged.*

### **Proposal Requirements**

Once the nomination/LOI is complete and has been approved by the Foundation, candidates are required to complete the grant application in *Fluxx* and provide the following support materials by October 23, 2019:

- a proposal narrative/plan of work of no more than four pages in length (including references);
- a detailed curriculum vitae, including the candidate's address, telephone number(s) and email address;
- details of past, current and pending support from other funding sources, both public and non-public, and the candidate's role (PI or co-PI); on current projects, provide what percentage of time the candidate is devoting to each;
- description of how a Rita Allen Foundation Scholars Award would enable the candidate to pursue new ideas and take strategic risks;
- explanation of how this proposal differs from or relates to the candidate's other supported projects; and
- letters of support from five people acquainted with the candidate's work, at least two of which should come from individuals outside of the candidate's institution.

### **Grant Reports**

Successful grant recipients will be required to provide complete annual narrative and financial reports detailing their expenditure of the grant funds and progress made toward the goal(s) of the grant. Grant reports also must be submitted online through *Fluxx*.

Grant funds should be used entirely for direct project expenses, including up to 50% of the grant may be used for Scholar compensation. No grant funds may be used to support the grant recipient's overhead or other administrative (indirect) expenses.

### **Assistance with Applications**

For help with the electronic application process, contact: Nancy Kovacevich, Grants Administration, Rita Allen Foundation, at [nk@ritaallen.org](mailto:nk@ritaallen.org), 609-683-8010.

Grant program questions should be directed to: Jonathan Kartt, Program and Evaluation, Rita Allen Foundation, at [jk@ritaallen.org](mailto:jk@ritaallen.org), 609-683-8010.