

Rita Allen Foundation 2020 Award in Pain

Guidelines for the Grant Application

Important dates:

Applications **open November 20, 2019, and close February 19, 2020**. Grant awards will be announced in early Summer 2020.

About the Grant:

Each year, the Foundation typically awards two grants, in the amount of \$50,000 per year over three years, to investigators whose proposals demonstrate the greatest merit and potential for success. Eligible candidates will have completed their training and provided persuasive evidence of distinguished achievement or extraordinary promise in basic science research in pain. Candidates should be in the early stages of their career, with an appointment at the faculty level, yet prior to achieving tenure.

More information about applying for the Rita Allen Foundation Award in Pain, including a link to the [proposalCENTRAL application](#) portal as well as detailed application guidelines and instructions, can be found on the Foundation's Website: <http://ritaallen.org/pain-scholars>.

Research Topics

Research projects proposed as part of the Award in Pain application should be directed toward the molecular biology of pain and/or basic science topics related to the development of new analgesics for the management of pain due to terminal illness. The entire award is made available to projects specifically chosen by the recipient; university overhead is not supported.

Eligibility

To be eligible for the Award in Pain, applicants:

- Must have received committed start-up funds and independent laboratory space from their institution. (This information must be clearly indicated in a Department Chair or Institute Head's letter of support for the candidate.)
- Should be in the first three years of their appointment.
- Should be appointed to a tenure track or equivalent position at their respective institution, but not have received tenure at the time of the application. (Senior postdocs and Associate Professors should not be applicants for the Award in Pain.)
- Must conduct their research and be appointed at an institution in the United States or Canada.

Application Requirements

The application requires a written proposal in English of no more than six pages, including one page of no more than 20 references. A Curriculum Vitae is also required. When completing the proposalCENTRAL application, candidates are also required to list current and pending research support from all sources.

Additionally, completed applications will require three letters of support. These letters must include **one letter from the candidate's Department Chair or Institute Head** demonstrating strong support for the candidate's proposed research and career development. **This letter should also clearly indicate that the candidate has received committed start-up funds and independent laboratory space.** Two other required letters of support should come **from the candidate's Ph.D. advisor and a mentor who has impacted the candidate's research.**

When completing the application in proposalCENTRAL, candidates will provide email contact information for the individuals requested to submit letters of support. Each of those individuals will be contacted by the online system requesting that their letters be uploaded directly into the candidate's application on proposalCENTRAL.

Completed applications must be submitted via the Rita Allen Foundation Award in Pain proposalCENTRAL system by 11:59pm Eastern Time on February 19, 2020. [Apply here.](#)

Please note that the application form will not be available until the application period opens.

For technical support regarding the Award in Pain application (including questions about trouble logging in and technical issues in completing an application): Please contact proposalCENTRAL at pcsupport@altum.com or call 1-800-875-2562 (toll-free) or 1-703-964-5840 (international) Monday-Friday from 8:30 am ET-5:00 pm ET.

For questions about eligibility or other program-related questions: Please contact the Rita Allen Foundation at apply@ritaallen.org or call 1-609-683-8010.

The Application:

Title Page:

Please provide a concise title for the proposed project, adhering to the eighty-one-character limit (including spaces) and save before continuing.

Enable Other Users to Access this Proposal:

For the Rita Allen Foundation grant, the Applicant will likely not need to provide access to the grant application to others at the investigator's institution. However, if the Applicant desires to allow others to view or edit the application, please enter the "User ID" or the "Email" of the person to whom you wish to grant access here.

Applicant/PI:

The information in this section is completed by the Applicant/Principal Investigator (PI). The majority of this section is populated from the Applicant Professional Profile. If there are required fields which are missing information, the Applicant should click on the Edit Professional Profile button and complete the requested information. Please note that items marked with a red asterisk are required fields. Save changes on this page and proceed to the next page.

Institution and Contacts

The first part of this section is automatically pre-populated with information from the Applicant's institution.

Letters of Support

The application must include three letters of support from the following individuals: Department Chair or Institute Head; PhD Advisor; and a Mentor who has influenced the Applicant's research.

The Department Chair or Institute Head letter must clearly indicate that the Applicant has received committed start-up funds and independent laboratory space from his/her institution.

As the Applicant adds the contact information for each of these individuals, the system will generate an email to them requesting a letter of support and providing instructions to upload the letter into the system. If necessary, the Applicant may remind them to submit these letters by clicking the “Re-send email” button on this page.

**** Please note: An application cannot be submitted until all Letters of Support have been received. You should notify your recommenders of the deadline, and request that they upload the letters in advance of the deadline date so that you can submit the application by the deadline. ****

Abstract

The abstract should be limited to 350 words. The text box will accept up to 3,000 characters, which should accommodate an abstract of that length. Applicants are advised to check spelling, word, and character count before pasting the abstract here.

Budget Summary

Please provide a budget for the first year of grant funding as an Award in Pain recipient, not to exceed \$50,000.

Research Support

The Applicant will provide information about all current and pending research support. The system will prompt the Applicant to provide details about each funding source entered on this page. If the Applicant has received or has pending research support, the applicant should explain how the Rita Allen Foundation award will extend the Applicant’s pain research.

Attachments

The Applicant will upload all required documents including a proposal narrative, Curriculum Vitae, and a signature page, all of which must be in .pdf format.

The narrative is limited to six pages in Arial 11-point font, which will include a single page of no more than 20 references.

The signature page will be printed out and the Applicant will need to obtain official signatures on the document, scan, and upload it here.

Validate

It is necessary for Applicants to validate their completed application in this section. The validate function is a way to ensure that all of the required application fields are completed. If required fields are empty, the system identifies and notifies the Applicant of fields that require completion.

Signature pages

All applications must be signed by the Applicant/PI and the Institution’s Signing Official. The signature page is provided as a printable document, and completing this page is the final step before submitting the application. The Applicant should select the **First Signature Page Button Option** listed. Next, the Applicant should print the signature page and obtain the indicated signatures. Once both signatures are acquired, the document needs to be scanned, converted to a PDF, and then uploaded to the **Attachments Page** of proposalCENTRAL.

Submit

The Applicant/PI can submit their completed application in this section.

**** Please note that all letters of support must be uploaded by recommenders before the Applicant/PI can submit a completed application. The application is not considered submitted until successful completion of this step. ****

Applications with missing sections, which do not meet eligibility requirements, or which do not adhere to these application instructions, including required formats (font size and page lengths) and use of signature pages, are considered ineligible.