



HDSA Berman-Topper Family Career Development Fellowship: Instructions for Submitting your Application via ProposalCentral

Request for Proposals

The Request for Proposals document, which you can also find in the documents section of the LOI/Application in ProposalCentral, outlines for researchers the full award details, important dates and deadlines, eligibility, and financial information for the HDSA Berman-Topper Family Career Development Fellowship.

To Resume Your Application

To complete your submission, simply sign in to [ProposalCentral](#) and navigate to the "Proposals" tab to view and complete the submission form.

To Begin a New Application

You may access the program directly here:

<https://proposalcentral.com/ProposalGI.asp?SectionID=12616&ProposalID=-1>.

Please note, this link will ALWAYS take you to a new, blank application. To continue an existing application, please sign into the ProposalCentral main site linked above and navigate to your "Proposals" tab to see submissions in progress.

Submitting an HDSA Berman-Topper Family Career Development Fellowship Application in ProposalCentral

- 1) **Title page:** On this page, please share the title of your submission, the proposed start and end dates of your three-year project period, and the total amount you are requesting. You may request up to \$100,000 per year for three years. Please review the RFP and see the budget instructions (9-10) for a more detailed breakdown of allowed items.

Note, you MUST add a title on this page before you may proceed to other parts of the application.

- 2) **Download Templates and Instructions:** The Request for Proposals and the Instructions for completing the proposal can be found here. You can also find templates for documents that you will be required to submit in the proposal; templates for a personal biosketch and your mentor/sponsor's biosketch, as well as a template for the Research Plan. Please note you are not required to use the biosketch templates provided on this page if you already have one prepared.

- 3) **Enable Other Users to Access This Proposal:** You can give other ProposalCentral users access to edit, read, or complete certain parts of the proposal. In the event an authorized signatory from your institution will need to complete e-signatures required later in the application they will need to at least be granted “Edit” access here. Please note an individual must have a pre-existing ProposalCentral account before you may add them to your proposal. If they do not have an existing account, have them create one at proposalcentral.com so that you may enable them to access your submission.

- 4) **Applicant:** The information in this section will be populated from your Professional Profile, if available. Please add in any missing information or make changes to what has been automatically populated into this page, if desired. If you do not have an existing professional profile in ProposalCentral you can click “Edit Professional Profile” and a new list of contents will appear on the left where you can add items to your general ProposalCentral profile. Please also include any degrees earned and share the percent effort you will devote to the project. It is required that all HDSA Berman/Topper Family HD Career Development Fellows dedicate at least 80% effort to the proposal.

You are also required to submit a biosketch. If needed, there are two templates available for download that you may use as a starting point—there is no preference given to either of these two templates, and in the event you have an existing biosketch you’d prefer to use instead, you may do so.

- 5) **Institution & Contacts:** Please share more information about your institution or verify institution information included in your professional profile. Please also include institutional contacts—an authorized signatory for your institution and a financial officer with whom we may communicate in the event your proposal is accepted. Note that authorized signatories will need to be given “Edit” access in the “Enable Other Users” page of this application to be able to sign off on this submission.

- 6) **Key Personnel:** Please share other key personnel on your project. Only a mentor is required. You may also add additional key collaborators on your project to your submission; this may include a co-mentor or additional individuals who will contribute significant effort to the project. You will be redirected to a screen where you can enter additional information about their position and institution. If they have an existing ProposalCentral account, their information will be auto populated for review. In the event the individual(s) you list as key personnel do not already have a profile in ProposalCentral, they will receive an email with some basic information to get started.

- 7) **Letters of Support:** You are required to submit at least one letter of support from a mentor/sponsor and may submit up to three additional letters of

support. If you have more than one mentor or sponsor, please have each of them write a letter of support on your behalf.

- 8) **Abstract:** Please provide a scientific abstract of 400 words or less, in addition to a lay language summary of your work totaling 300 words or less. You will also have the opportunity here to add keywords to highlight major research topics included in your proposal.
- 9) **Budget Period Detail:** Please provide a detailed explanation of how fellowship dollars would be spent in the event you are granted the award. The maximum allowable budget per year is \$100,000 per year for three years, for a maximum total award of \$300,000. As per the RFP, you may request up to \$95,000 to cover salary, fringe benefits (up to 30% of salary), research costs, supplies, and educational costs such as books or training courses. An additional \$5,000 per year travel allowance is available to ensure the Fellow can attend relevant HD conferences. **HDSA cannot cover the purchase of laboratory equipment or data storage devices.** Consistent with HDSA policy, indirect costs, such as institutional overhead, are not allowed. **Please reach out to HDSA prior to submitting** if you would like to discuss any exceptions to these guidelines.
- 10) **Budget Summary:** Review the budget proposed in Section 9 and provide justification for expenses included, if needed.
- 11) **Other Support:** In the event you have existing funding or pending support from other sources for which the goals overlap with this submission, please report in this section.
- 12) **Institutional Approvals:** Please share what approvals you will need to obtain to complete your proposed project, as well as the date of approval for any you have already received.
- 13) **Publications:** You may highlight any pre-existing publications you have authored or that you are currently in the process of publishing here. These may be auto populated from your professional profile, or you may add new entries to this proposal which will be added to your professional profile by default.
- 14) **Attachments:** Here you may download templates and instructions shared elsewhere in the application, and you may upload all required attachments. These include a biosketch for the applicant and the research plan. You may also upload biosketch(es) for the mentor(s) on the project.
- 15) **Applicant Data Sheet:** In this optional section, you may self-identify demographic information if it is not already available in your professional profile and has not already been auto populated from what was submitted in the LOI. Note that this information will not be shared with judges for evaluation of your submission.

- 16) **Validate:** Check for any required missing fields before proceeding to the next step.
- 17) **Signature:** Please authorize your submission. You may also print your submission here if desired.
- 18) **Submit:** Finalize your submission for evaluation.

Complete applications are due no later than March 18, 2024. HDSA's Scientific Advisory Board will review submissions in September, and the award recipient(s) will be notified in Late May to begin their fellowship no later than August 1, 2024.

If you have questions for HDSA about the fellowship/application, please reach out to Dr. Leora Fox, LFox@hdsa.org and Kelly Andrew, KAndrew@hdsa.org. If you have technical support questions relating to the application platform, please contact the ProposalCentral help line at pcsupport@altum.com.