



## APPLICATION INSTRUCTIONS

1. Carefully read these complete application instructions.
2. Review the eligibility requirements.
3. Complete the application per the instructions. *[No application can be started until July 1<sup>st</sup>.]*
4. Submit the application by **11:59pm ET December 1, 2022**.
5. An **application fee of \$160 must accompany the application** unless the primary investigator is an AABB individual member. To learn about becoming an AABB individual member please visit <http://www.aabb.org/membership/join/Pages/default.aspx>.

## SUBMISSION REQUIREMENTS / APPLICATION PARTS

1. Administrative/Payment Information
2. Summary Information
3. Project/Performance Site Primary Location
4. Detailed Budget
5. Primary Investigator
6. Collaborative Team/Support
7. Research Project

## APPLICANT ELIGIBILITY CRITERIA:

- An applicant must be a doctor (MD or PhD), medical technologist, transfusion medicine or biotherapies professional. All applicants will be considered regardless of age, race, gender, national origin or religion.
- The NBF accepts national and international early-career applicants. How does NBF describe early-career?
  1. An *early-stage investigator* is a new investigator who has completed a terminal research degree or medical residency – whichever date is later – within 10 years of the grant application deadline and has not yet been awarded a substantial research grant (i.e. NIH R01). *Of note, there is a 13-month period during which an investigator can resubmit a revised application and retain early-stage investigator status.*
  2. Clinical fellowship training in a medical specialty or subspecialty training in the years that follow the internship/residency period is not considered a part of the residency. Often the clinical fellowship period will consist of a mixture of clinical and research training. The time spent in research training will be considered as applicable toward the 10 years of research and research training.
  3. If you have competed successfully for a substantial research grant (i.e. NIH R01) at any time in your career, you are NOT considered early-career and therefore you are not eligible for an NBF early-career Scientific Research Grant.
- The NBF intends to fund researchers on a path towards independence.
- No candidate is eligible to receive more than one NBF grant over the course of their career.

## APPLICATION SUBMISSION CRITERIA:

- Applications for research into innovative and new projects are a priority.
- No particular project can be funded more than once.
- An application for the same project may be submitted twice if not already NBF funded.
- Awards will NOT be made to increase the funding available for currently funded research projects. NBF grants are intended to provide "seed" funding that allows the principal investigator to enhance preliminary data. This data may then be useful in applying for larger grants.

## FORMATTING

Supplemental materials provided along with your application must meet the following requirements. Proposals that do not meet these requirements may be rejected.

1. PDF
2. Font-Arial
3. Size-11
4. One-half (½) inch margins
5. 10-12 characters per inch (character limit includes spaces.)
6. No more than six lines per inch

## APPLICATION ORDER:

### 1. Administrative / Payment Information

#### ❖ Eligibility Criteria

- An applicant must be a doctor (MD or PhD), medical technologist, transfusion medicine or biotherapies professional. All applicants will be considered regardless of age, race, gender, national origin or religion.
- The NBF accepts national and international early-career applicants. How does NBF describe early-career?
  1. An early-stage investigator is a new investigator who has completed a terminal research degree or medical residency – whichever date is later – within 10 years of the grant application deadline and has not yet been awarded a substantial research grant (i.e. NIH R01). Of note, there is a 13-month period during which an investigator can resubmit a revised application and retain early-stage investigator status.
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- The NBF intends to fund researchers on a path towards independence.
- No candidate is eligible to receive more than one NBF grant over the course of their career.
- Applications for research into innovative and new projects are a priority.
- No project can be funded more than once.
- An application for the same project may be submitted twice if not already NBF funded.
- Awards will NOT be made to increase the funding available for currently funded research projects. NBF grants are intended to provide "seed" funding that allows the principal investigator to enhance preliminary data. This data may then be useful in applying for larger grants.

#### ❖ Payment Information

##### **Instructions:**

- Click "NBF Grant Application Fee Payment Services" link.
- Add the product to your cart.
- Login to submit payment. *(Enter your AABB ID or create a new non-member account)* **ACCOUNT NEEDS TO BE THAT OF THE APPLICANT.**
- Process the payment. *(a grant administrator's credit card can be accepted for payment on an applicant's account.)*
- [NBF Grant Application Fee Payment Services Link](#)

### 2. Summary Information

- ❖ Project title.
  - ❖ Research content area.
  - ❖ How did you hear about this grant opportunity?
  - ❖ Principal investigator name. (one individual from the research team needs to be identified as the Primary Investigator for the project.)
  - ❖ PI degrees.
  - ❖ PI title/position.
  - ❖ PI department, service, laboratory, or equivalent.
  - ❖ PI mailing address.
  - ❖ PI phone.
  - ❖ PI fax.
  - ❖ PI email.
  - ❖ Human subjects research.
  - ❖ Vertebrate animals.
  - ❖ Previous submission?
  - ❖ Budget funding period.
  - ❖ Budget amount requested.
  - ❖ Summary of proposed research. (character limit: 500) If this application is chosen for funding, this summary will be used in AABB publications to promote you and your research.
  - ❖ Research Relevance (character limit: 500)
- 3. Project / Performance Site Primary Location**
- ❖ Organization name.
  - ❖ Tax id number / DUNS.
  - ❖ Organization mailing address.
  - ❖ Additional project / performance sites.
  - ❖ Key personnel on project.
  - ❖ Human embryonic stem cells.
  - ❖ Cell line. If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list:  
<http://stemcells.nih.gov/research/registry/eligibilityCriteria.asp>. If a specific line cannot be referenced at this time, include a statement that one from the Registry will be used.
- 4. Detailed Budget**
- ❖ Budget funding period: 1 year or 2 years.
  - ❖ Budget amount requested. (Cannot exceed \$75,000 total.)
  - ❖ Itemized budget. (Upload an itemized budget not to exceed 2 MiB. [Sample budget.](#)) Itemize direct costs requested for this grant. The grant maximum award of \$75,000 must be used exclusively for research. No indirect costs will be paid. This includes expenses such as institutional overhead, travel, publications fees. Upload complete budget PDF. See application instructions for a sample budget.
    - Some things you may consider including in the budget: (Personnel Name, Position, Hours/Week, % Time / Amount in \$US) for these items: Consultant Costs, Reagents and Supplies, Equipment (may not exceed \$8,000), and Other Costs.
  - ❖ Budget justification. Key personnel and consultants mentioned in the proposal should be named and provided for in the budget, whether or not salary support or consultant fees will be covered by NBF funding. Salary support must be justified by the percent effort committed to the project. Although the NBF does not require information about team members' other time commitments, the applicant is expected to ensure that the promised percent efforts are realistic, so that the success of the project is not compromised. Overhead/indirect costs should not be included. (character limit: 4,500). List total and itemized costs. The breakdown of costs, including anticipated quantities where appropriate, must be sufficiently detailed that the reviewer can evaluate the appropriateness of the request. If the amount of work proposed is disproportional to the requested level of funding, include a note of explanation.
- 5. Primary Investigator**
- ❖ PI resume / NIH biographical sketch. Upload the PI's resume or NIH Biographical Sketch. Do not exceed 5 pages (1 MiB) adhering to the formatting criteria above.
    - Name
    - Position Title
    - Education Training (*Begin with baccalaureate or other initial professional*

*education. Include postdoctoral training and residency training if applicable.)*  
(Institution/Location - Degree - Completion Date - Field of Study)

- Personal Statement (*include how NBF funding will further your research independence.*)
- Positions and Employment
- Other Experience and Professional Memberships
- Honors
- Contribution to Science
- ❖ Personal Statement. Describe how receiving an NBF grant will help your career. (character limit: 1,750)
- ❖ PI current / pending funding (include all federal and non-federal) (character limit: 10,000).  
For each item give:
  - Title of the research project
  - Source of support
  - Percentage of appointment on the project
  - Dates of entire project period
  - Annual direct costs
  - Delineate and justify the nature and extent of any scientific and/or budgetary overlaps
  - Any modifications that will be made should the present application be funded
- ❖ PI additional current / pending funding (including all federal and non-federal). If additional space is necessary to provide the PI's current and pending funding, it may be uploaded in one PDF adhering to the formatting criteria above. (1 MiB)

## **6. Collaborative Team / Support**

- ❖ Collaborative team members' resumes or NIH Biographical Sketches. Upload them into one PDF. Follow this format for each person. Do not exceed 5 pages for each person. (2 MiB)
  - Name
  - Position Title
  - Education Training (*Begin with baccalaureate or other initial professional education. Include postdoctoral training and residency training if applicable.*)  
(Institution/Location - Degree - Completion Date - Field of Study)
  - Personal Statement
  - Positions and Employment
  - Other Experience and Professional Memberships
  - Honors
  - Contribution to Science
- ❖ Recommendation / support letters. Upload letters of support from key personnel, consultants, or organizations. (2 MiB)
- ❖ Collaborators' current / pending funding (include all federal and non-federal) (character limit: 10,000).  
For each item give:
  - Title of the research project
  - Source of support
  - Percentage of appointment on the project
  - Dates of entire project period
  - Annual direct costs
  - Delineate and justify the nature and extent of any scientific and/or budgetary overlaps
  - Any modifications that will be made should the present application be funded

## **7. Research Project**

- ❖ Grant application resubmission response. If the application is a resubmission from a previous year, a reviewer response is required. (character limit: 3,500)
- ❖ Resources. Describe the relevant facilities, equipment, techniques, animal care provisions, reagents, access to specimens, and other resources that will be available for the proposed studies. Past accomplishments of the applicant's laboratory and the adequacy of the facilities

help assure the reviewers that the proposal's goals will be met. A collaborative research environment, providing the applicant with a mix of independence and support, will be seen as a particular strength. (character limit 10,000)

- ❖ Specific aims. (1 page, 1MiB)
- ❖ Research narrative. The applicant is encouraged to submit a focused, innovative proposal on a topic of importance to transfusion medicine. The narrative must be written by the Principal Investigator. While direct consultation and grantsmanship may be accomplished by co-investigators and/or the mentor, the application must be authored primarily by the Principal Investigator. The narrative must outline specific experiments with a goal that can be achieved within the study period and contain the following elements:

1. Significance
2. Innovation
3. Preliminary Data
4. Approach

Upload your research narrative in one PDF. Page limit: 6 pages (5MiB) adhering to the formatting criteria provided. *Figures/Images must be legible at 100% view size, and any text on the figure (e.g. axis titles) must be clearly readable. Figure legend font should be Arial and must be at least size 10.*

- ❖ References. Should be uploaded in one PDF and include all author names, title, journal, volume, issue, pages, and PMID (if applicable). Also include pertinent reprints and/or manuscripts accepted or submitted for publication. Include relevant (limit 3, 2MiB) of the applicant and co-investigators' peer-reviewed papers on related studies. If the proposed study involves interviews with human subjects, provide copies of the interview script or self-assessment questionnaire.
- ❖ IRB and IACUC approval documentation. 2MiB. Evidence of human and animal review board approvals should be provided, if appropriate. Discuss any special ethical issues presented by the proposed studies. If reviews are pending, explain when the review outcome is expected. Follow up by sending evidence of the board's action when available. If the application is selected for funding, no funding will be released without the appropriate IRB/IACUC approval documentation received. *\*Note: ethical approval documentation must include the NBF grant PI's name and project title to be accepted.*

## PRESUBMISSION REVIEW

When the submission package is thought to be complete, review it against the application instructions, verifying that each instruction has been followed. If the applicant believes that an instruction does not apply, a brief justification should be provided. Proof the numbers, including percentages, given in the proposal. Verify that illustrations are legible, and that terminology is used precisely and consistently throughout.

Ideally the applicant would have the submission reviewed by two or more investigators who have demonstrated success in applying for scientific research grants from funding agencies such as the National Institutes of Health, or individuals who have performed grant reviews for such agencies. A biostatistician's critique of the study design and plans for data analysis may be especially important. The application may be printed for review prior to submission.

Remember that although NBF reviewers are chosen for their broad knowledge and experience in transfusion medicine, biotherapies, patient blood management, they may not be intimately familiar with the proposed area of research. The application must be able to stand alone, therefore, assuming that the reviewer has no in-depth knowledge of the study area, team expertise, or available resources. Pre-submission reviewers who are not part of the project team will be more apt to identify parts of the submission that need expansion or clarification. Amend the proposal as necessary to incorporate recommendations from these established investigators.

## RESUBMISSIONS

Unfortunately, the NBF can only fund a limited number of proposals annually. An applicant whose project is not selected for funding is wise to consider how the experience can help in obtaining future funding for this or other projects. Begin by scrutinizing the review provided by the NBF, which summarizes the review committee's comments, to determine the perceived strengths and weaknesses in the submission.

If the applicant elects to re-submit the proposal for consideration during the next NBF funding cycle, the revision must specifically address each weakness identified by reviewers of the previous application. A reviewer response to

the previous submission is required. Although different reviewers may evaluate the resubmission, they will look to see how the revised proposal responds to the critique of the original one. An inadequate response will be seen as a significant deficiency.

**FURTHER ASSISTANCE** Questions about the NBF review process may be directed to the National Blood Foundation by telephone (301-215-6552); email ([nbf@aabb.org](mailto:nbf@aabb.org)); or mail (4550 Montgomery Ave, Suite 700, North Tower; Bethesda, MD 20814).

**NBF ONLINE GRANTS PORTAL** *(some fields within screen shots do not apply to the NBF grant application. Images are examples only.)*

**If you already have an account with [NBF Grants Online Portal](#):**

1. Enter your **Login**, which is your e-mail address, in the **Email Address** field.
2. Enter the **Password** that you chose when you set up your account.
3. Press the “**Log On**” button to enter the Grant Lifecycle Manager.

**If you have forgotten your password;**

- You can click on the **Forgot your Password** link, enter your User ID, and the system will email your password to your e-mail account.

**If you do not have an existing account;**

- Click on **Create New Account** to register.



Technology for Doing Good, Better.

A screenshot of the 'Logon Page' for the NBF Grants Online Portal. The page includes input fields for 'Email Address\*' and 'Password\*', a 'Forgot your Password?' link, and 'Log On' and 'Create New Account' buttons. Three callout boxes provide instructions: one for returning users to enter their User ID (Email Address) and Password; one pointing to the 'Forgot your Password?' link, instructing users to enter their User ID (Email Address) to receive their password via email; and one for new applicants, stating they must register themselves and their organizations.

Logon Page

Email Address\*

Password\*

[Forgot your Password?](#)

or

Applicants who have previously registered can enter their account by entering their User ID (Email Address) and Password

Click here to enter your User ID (Email Address) and receive your password via email

New Applicants must register themselves and their organizations

### Creating an Account

1. Click on **Create New Account**
2. Enter your **Organization Information (Tax ID is Required.)**

**Create New Account**

Organization Information

Name\*  EIN / Tax Identification Number\*

Web Site  Telephone Number\*

Fax Number  Organization Email

Address 1\*  Address 2

City\*  State\*

Postal Code\*  Country

Required fields are marked with an asterisk.

3. Click on the **Next Step** button
4. Enter **Your (Applicant) Contact Information**

**Create New Account**

Your Information

Click here to copy the organization address.

Salutation  First Name\*

Middle Name  Last Name\*

Suffix  Business Title

Email/Login\*  Telephone Number\*

Mobile Number  Fax Number

Address 1\*  Address 2

City\*  State\*

Postal Code\*  Country

5. Click on the **Next Step** button
6. Provide your institution's grant manager's (or equivalent) contact information. If funded, this individual will receive the grant funding for your project and manage the allocation.

Create New Account

Additional Executive Officer Information

Copy Address from Organization

Click here to copy the organization address.

Salutation

First Name\*

Middle Name

Last Name\*

Suffix

Business Title

Email\*

Telephone Number

Mobile Number

Fax Number

Address 1

Address 2

City

State

Postal Code

Country

Previous Step

Next Step

7. Click on the **Next Step** button
8. Set your password

Create New Account

Password

Password\*

Confirm Password\*

Previous Step

Finish

9. Click on the **Finish** button
10. Confirm that you received your registration email from the system. It is important to make sure you can receive emails, as this will be a method of communication from the organization.

## Applicant Status Page

After you have registered your account you will be directed to the Application Page.

1. Apply – This allows you to review the available grants and apply. [2023 NBF Grant Cycle – access is not available until July 1<sup>st</sup>.]
2. Dashboard – This is your homepage where you can check on the status of your grants. This page will display the form you just filled out, what its status is, and what the next form will be.
3. Fax to File – Instead of scanning a document you can fax it to your computer. Using Fax to File helps shrink documents to a smaller file size.

The screenshot shows the 'Application Status Page' for 'XYZ Org'. The page header includes 'Organization: XYZ Org' and a user profile 'Hollie Short'. The main content area is titled 'Application Status Page' and says 'View the status of your applications below.' It displays contact information for 'Hollie Short' (123 Main St, Bozeman, MT 59718, 406-922-5131, hollie.short@foundant.com) and organization information for 'XYZ Org' (123 Main St, Bozeman, MT 59718, 406-922-5131, 12-1234567, www.test.com). A callout bubble points to the 'Apply' link in the left sidebar, saying 'Click to apply for a grant'. Another callout bubble points to the 'Contact' information, saying 'Click to edit your contact information'. A third callout bubble points to the organization information, saying 'Make sure your organization's information is correct. If it is not, contact the funder.' A blue info box states: 'Info: If your organization information does not appear correct, please contact the funder. Thank you.'

## Begin Application

2023 NBF Grant Cycle / NBF Early Career Grant Application [access is not available until July 1<sup>st</sup>.]

- 1) Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
  - a. Certain types of questions have limitations. Text questions will have a character limit which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MB's allowed on the question.
- 2) Applicants can save as draft and come back to the form after any given time to complete it. The foundation will not check for completeness until the form is submitted.

Application

[Application Packet](#)
[Question List](#)

**Contact:** Hollie Short  
 123 Main St  
 Bozeman, MT 59718  
 406-922-5131  
 hollie.short@foundant.com

**Info:** If your organization information does not appear correct, please contact the funder. Thank you.

**Organization:** XYZ Org  
 123 Main St  
 Bozeman, MT 59718  
 406-922-5131  
 12-1234567  
 www.test.com

**Info:** Questions marked with a \* are required.

> Question Group

v Organization Information

**Multiselect Checkbox List**  
 Multiselect Checkbox List instructions will display here. This question allows any combination of items to be selected. There is no way to restrict how many answers a user selects. There is not a "select all" option available.

- ☒ Ages 0-3
- ☐ Ages 4-6
- ☐ Ages 7-9
- ☐ Ages 10-12
- ☐ Ages 13-15
- ☐ Ages 16-18
- ☐ Ages 18 and up

[Save Application](#)
[Submit Application](#)

After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your Application Status Page to see what stage the application is in, if in doubt.

## Accessing Forms After Save and Submit

The Application Status Page is where you can check on the status of your applications and access for historical record keeping. The Application Status Page is your homepage. You will be automatically directed there when you login.

1. If you've submitted the form then you can only view the grant request and print it.
2. If you saved the form then you can edit the saved form from the Application Status Page.

The screenshot shows the 'Application Status Page' with the following content:

**Contact:** Daren Nordhagen  
4928 Bogart  
Bozeman, MT 59715  
345-652-4785  
darennordhagen@foundant.com

**Info:** If your organization information does not appear correct, please contact the funder. Thank you.

**Organization:** ABC Organization  
234 Ice Center Lane  
Bozeman, MT 59718  
555-426-8856  
53-0196605  
www.granthub.com

**Special request grant**

Process: Foundant Training Process  
Application: Draft 03/05/2015  
Decision: Undecided  
[Edit Application](#)  
[View Details](#)

**Operating Support 2015**

Process: Foundant Training Process  
Application: Submitted 02/22/2015  
Decision: Approved 2/23/2015  
[View Application](#)  
[View Details](#)

**Follow-Up Forms**

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Grant Agreement	Daren Nordhagen	Overall Grant	04/01/2015	Assigned	<a href="#">Edit</a>
Final Grant Report	Daren Nordhagen	Overall Grant	05/01/2016	Assigned	

**Callouts:**

- Click to collapse the details of this request (points to the 'Special request grant' header)
- Click to edit the form (points to the 'Edit Application' link)
- Click to view the form (points to the 'View Application' link)
- Click to view the details of the decision (points to the 'View Details' link)
- Names of follow up forms assigned (points to the 'Follow-Up Forms' table)

## Viewing Decision Details

The Decision Details Page is where you can view the details of your grant. *All organizations may not have funding information viewable to applicants*

Application Process Status - Follow Up Draft

STAGE	STATUS	INITIAL SUBMISSION	
Application	Complete	02/22/2015	<a href="#">View</a>

STAGE	DECISION TYPE	DECISION DATE
Decision	One Time	02/23/2015

Payment Summary

Grant Amount

Date of Grant

Grant Amount: \$2,500.00

Grant Type: One Time

Type of Grant

Due: 02/28/2015

PAYMENT DATE	PAYMENT AMOUNT

Payment Details (if a payment has been made)

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