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**STANFORD MATERNAL AND CHILD HEALTH  
RESEARCH INSTITUTE**

**Instructions for the following programs:**

**Pilot Grants  
Clinician Educator  
Postdoctoral Support  
Clinical (MD) Trainee**

# Instructions

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# 1. General Instructions

## 1.1. Introduction

These instructions pertain to applications for the Stanford Maternal and Child Health Research Institute (MCHRI) Pilot Grant, Clinician Educator, Postdoctoral Support, Clinical (MD) Trainee programs. For detailed program policies, please refer to the [MCHRI website](#).

## 1.2. Format Specifications

Font and margin specifications must be followed; if not, application processing may be delayed or the application may not be reviewed. Page limits must be followed or the application may not be reviewed.

### Font

- Use only *Arial*, a black font color, and a font size of 10 points or larger. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.
- Type density, including characters and spaces, must be no more than 15 characters per inch.
- Type may be no more than six lines per inch.
- Use black ink that can be clearly copied.
- Print must be clear and legible.

### Page Margins

- Use at least one-half (0.5) inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins, except for the PI's last name and page numbers.

### Page Formatting

- Use only a standard, single-column format for the text.
- Put applicant's last name in the footer on every page (except the face page)
- Consecutively number pages throughout the application. Do not use suffixes (e.g., 5a, 5b).
- Do not include unnumbered pages. Number all pages.

### Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes

- A smaller type size here is acceptable, but it must be in black ink, readily legible, and follow the font typeface requirement.

### Grantsmanship

- Use English and avoid jargon.
- If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

### Photographs and Images

- Do not include photographs or other materials that are not printed directly on an application page in the body of the application.

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- You may include black-and-white or color images in the application provided such images are printed directly on the application page and are critical to the content of the application.

### Page Limits

Observe the page number limits provided in the table below.

SECTION OF APPLICATION	PAGE LIMITS
Face Page	1 page
Budget Worksheet	1 page
Introduction (Resubmissions only)	2 pages
Research Plan	3 pages
Appendix ** (figures and references)	3 pages
NIH Biographical Sketch (per person)	5 pages
Personal Statement (for Clinical Trainee (MD) Support Only)	2 pages

\*\* Applicants are prohibited from using the appendix to circumvent page limits in any section of the application for which a page limit applies.

## 1.3. Resubmission Applications

### Opportunity for Resubmission during Current Award Cycle

There are 3 requirements for a Resubmission application:

- The Applicant must make significant changes to the application;
- An Introduction (max 2 pages) must be included that summarizes the substantial additions, deletions and changes to the application. The Introduction must also include a response to the issues and criticism raised in the Reviewer Comments. Use the Introduction to Application of the Research Plan to provide this information. All format requirements apply.
- The substantial scientific changes must be marked in the text of the application by bracketing, indenting, or changing typography. If the changes are so extensive that essentially all of the text would be marked, explain this in the Introduction. The Research Plan should incorporate work completed since the prior version of the application was submitted.

Applicants are encouraged to meet with a MCHRI reviewer to discuss revisions and suggestions for improvement prior to resubmission. Contact MCHRI Administration ([chri\\_admin@stanford.edu](mailto:chri_admin@stanford.edu)) to request a resubmission consultation with a reviewer.

## 1.4. Post-Submission of Application Materials

Grant application materials will only be accepted after submission of the application but before the initial peer review if they result from *unforeseen administrative issues* (e.g., see below).

The original application is kept intact; any application material sent post-submission is sent separately to reviewers. Updated or supplemental grant application materials used in the peer review process will be retained as part of the official grant file and remain part of the permanent record for that application.

### Acceptable post-submission materials include:

- Revised budget (e.g., change in total budget request due to new funding)

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- Biographical sketches (e.g., change in senior/key personnel due to the loss of an investigator)
- Letters of support or collaboration resulting from a change in senior/key personnel due to the loss of an investigator
- Adjustments resulting from natural disasters (e.g., loss of an animal colony)
- News of an article accepted for publication

### Unacceptable post-submission materials include:

- Updated Specific Aims or Research Plan pages
- Late-breaking research findings
- Supplemental pages - information not contained in the existing application
- New letters of support or collaboration that do not result from a change in senior/key personnel due to the loss of an investigator

### Page limits for post-submission materials:

- All post-submission materials must conform to the Application Instructions on font size, margins, and paper size
- Additional pages such as budget, biographical sketches, and other required forms must follow MCHRI page limit requirements

The deadline for receipt of additional materials is one month (30 calendar days) prior to the peer review meeting. Contact MCHRI Administration if you may submit post-submission materials. After the initial peer review phase is completed, additional materials will not be accepted. However, if additional information is requested by after a peer review of a grant application has been completed and prior to funding, the applicant will be notified by email.

## 1.5. Application Submission, Late Applications

The electronic (PDF) application **must** be received by MCHRI Administration via the [ONLINE APPLICATION PORTAL](#), **no later than 5pm on the submission deadline specified in the RFA**. In addition to including the Budget worksheet in the electronic (PDF) application it must also be submitted as a separate Excel document.

**Late applications.** Permission is **not** granted in advance for submission of a late application. Late applications are not accepted.

### Application Assignment Information

Competing grant applications submitted to MCHRI will be processed through MCHRI Administration. The application will be assigned to an appropriate MCHRI Scientific Review Panel. Assignment is based on the scientific content of the application and conflicts of interest considerations.

Applicants must **not** communicate directly with any MCHRI Scientific Review Panel member about an application either before or after the review. Failure to strictly observe this policy will create serious breaches of confidentiality in the peer review process. From the time of assignment to the time the review of the application is complete, applicant investigators must direct all questions to MCHRI Administration.

## 1.7. Resources for Finding Help

If after reviewing these application instructions, help is needed in preparing the application, contact MCHRI Administration at [chri\\_admin@stanford.edu](mailto:chri_admin@stanford.edu) or calling 650-724-6891.

## 2. Submission of the Grant Application

**Submit a complete application.** The application must be complete and accurate at the time of submission. Applications may not be reviewed if they are incomplete, illegible, fail to follow instructions, or present insufficient material to permit an adequate review.

### 2.1. Bindings and Packaging

Submit Budget in Excel format in a separate document. Submit the following materials into **one** PDF document. Collate application materials in this order:

- Face Page (maximum 1 page)
- Budget
- Introduction (Resubmissions Only; maximum 2 pages)
- Research Plan (maximum 3 pages)
  - Specific Aims
  - Relevance to Child Health
  - Background and Significance
  - Preliminary Studies (if available)
  - Research Design and Methods
    - Human Subject Research Feasibility (if applicable)
  - Career Development (Not applicable for Pilot Grant Category II)
  - Justification for New Idea (Pilot Grant Category II only)
  - Potential Pitfalls and Contingency Plans
  - Future Steps
- Appendix (Figures and References; maximum 3 pages)
- Supporting Documents
  - Applicant Information
    - Updated Biosketch
    - Personal Statement (**Clinical (MD)Trainee only**)
    - Evidence of Acceptance into Fellowship Training Program (**Clinical (MD)Trainee only**)
    - Division Chief or Department Chair Nomination Letter (**Clinical (MD)Trainee only**)
    - Evaluation by 3 Referees (excluding mentors and co-investigators) (**Clinical (MD)Trainee only**)
    - Documentation of External Funding Application
  - Supervisor/ Primary Research Mentor Information
    - NIH Biosketch
  - Non-Primary Mentor Information

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- Letter of Support per non-primary mentor
- NIH Biosketch (maximum 5 pages per person)
- Co-Investigator/Collaborator Information
  - Letter of Support per co-investigator
  - NIH Biosketch (maximum 5 pages per person)
- IRB Approval (if applicable)

## 3. Preparing the Research Proposal

### 3.1. Face Page

Please complete the application form as formatted.

### 3.2. Budget

Use Budget Worksheet and include appropriate expenditures as directed in individual program policy. If other sources of funding exist, briefly describe.

### 3.3. Introduction (Resubmission Applications Only)

Proposals that were not funded in the 1st round are allowed to be revised and resubmitted again in a 2nd round in same grant cycle.

Include an Introduction **only** if this is a Resubmission Application. Summarize the substantial additions, deletions and changes to the application. The Introduction must also include a response to the issues and criticism raised in the Reviewer Comments. The Introduction may not exceed two (2) pages. All format requirements apply. See 1.3 “Resubmission Applications” for detailed instructions for current cycle round or future award cycles.

### 3.4. Research Plan

Do not exceed 3 pages.

#### 3.4.1. Specific Aims

List the broad, long-term objectives and the goal of the specific research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

#### 3.4.2. Relevance to Maternal and Child Health

Using no more than two or three sentences, describe the relevance of this research to maternal and child health. In this section, be succinct and use plain language that can be understood by a general, lay audience. The MCHRI defines “child health” as referring to the expectant mother, oocyte, zygote, embryo, fetus, infant, child, and adolescent (under the age of 21 years of age).

### **3.4.3. Background and Significance**

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced. Describe the effect of these studies on the concepts, methods, technologies, treatments, services or preventative interventions that drive this field.

### **3.4.4. Preliminary Studies (if available)**

Use this section to provide an account of the principal investigator/mentor's preliminary studies pertinent to this application, including his/her preliminary experience with and outreach to the proposed racial/ethnic group members.

### **3.4.5. Research Design and Methods**

Describe the research design conceptual or clinical framework, procedures, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, statistically analyzed, and interpreted. Describe any novel concepts, approaches, tools, or technologies for the proposed studies. A tentative sequence or timetable for the project may be included here. For Clinical studies, include inclusion/exclusion criteria and sample size determination. A pre-award biostatistical consultation is required for all human-based studies. Describe a data and safety monitoring plan if a data safety monitoring board is involved.

### **3.3.6. Career Development**

Using no more than two or three sentences, describe how this funding will contribute to applicant's career goals. This section is not required for Pilot Grants Category II; a justification for new idea is required in lieu of the career development section.

### **3.3.7. Potential Pitfalls and Contingency Plans**

Please describe the potential pitfalls and limitations for your project and discuss alternative approaches to achieve the project aims.

### **3.3.8. Future Steps**

Define follow-up work, long-term sustainability, and how this project will lead to new opportunities for research funding.

## **3.5. Appendix**

Do not exceed 3 pages. Include figures and references in the Appendix section.

## **3.6. Supporting Documents**

Please include as directed in 2.1 Bindings and Packaging