

Smith Family Awards Program for Excellence in Biomedical Research

A program of the Richard and Susan Smith Family Foundation

Initial Proposal Guidelines

2025 Grant Cycle

Submission Deadline Tuesday, June 18 th , 2024 12:00 PM, Eastern Time	Terms of the Award Application Instructions
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Award Summary

Award Amount and Duration:	Up to five \$400,000 three-year awards will be made to support promising junior faculty with the potential to transform their fields through their research
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Award Dates: April 1, 2025 – March 31, 2028



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Program Overview and Statement of Purpose

The Smith Family Foundation is committed to effecting permanent positive change in the lives of the residents of Greater Boston, particularly individuals and families in economically disadvantaged communities. In the area of health, the Foundation supports the advancement of biomedical research and the expansion of access to high-quality health care at safety net institutions serving low-income individuals and communities of Greater Boston.

The Smith Family Awards Program for Excellence in Biomedical Research was created in 1991 to launch the careers of newly independent biomedical researchers with the ultimate goal of achieving medical breakthroughs. Since 1992, the Program has funded 1972 outstanding scientists and has provided \$44.1 million in research support.

The Smith Family Awards Program for Excellence in Biomedical Research is managed by Health Resources in Action (HRiA). HRiA is a non-profit organization that partners with individuals, organizations, and communities to transform the practices, policies, and systems that improve health and 8.1 (o)-4 (lic)-57 (m)8 (i)910.2 (n)-17 (d)4/11.5 (e)-2.25 (e)-2.qvid)-3.7 10.8 (it)6.y. (



Eligibility Criteria

United States citizenship is not required.

Institution

- Researchers must have their primary appointment at a nonprofit academic, medical, or research institution in Massachusetts, or at Brown University or Yale University.
- Research projects must be conducted within the entity that is submitting the application. Award funds will go to that entity. For example, if an applicant submits from Harvard Medical School, the research project must be conducted at Harvard Medical School and



Award. This figure refers to external funding only and not an Applicant's start-up package, other intramural support, or the Smith Award. Applicants are also ineligible if they were previously or are currently a Principal Investigator or Multiple PI (NIH), Co-PI (NSF), or equivalent on an R01, P01, Pioneer Award, New Innovator Award or similar large awards from other federal agencies or





with the aims of the Smith project, we suggest applicants avoid proposing the same aims and budget in different grant applications.

- Information about preprints and major papers in press is shared in the Biosketch.

Applicants are encouraged to seek grant writing advice within their institutions and externally, and to ensure that the initial proposal is clear and comprehensible to a scientist from a related field as well as to a specialist. It may be helpful to read examples of successful proposals, such as those found in the grant-



Application Instructions

Deadline: Tuesday, June 18, 2024 at 12:00 PM, U.S. Eastern Time

Online Portal:

Use this link to begin a NEW application:

https://www.grantrequest.com/SID_738?SA=SNA&FID=35339

Return to a SAVED application: https://www.GrantRequest.com/SID_738?SA=AM

Online Application Form:

The following sections must be completed within the online application form:

Institutions Tax ID Number

Eligibility Quiz: Applicants must confirm that they meet the eligibility requirements as stated in the Guidelines.

Applicant Data: This includes Applicant Institution, Contact Information, Demographic and Educational background information, ORCID identification number (if available).

Key Personnel: Collaborator information (if applicable)

Research Project Information: Project Title, Keywords, Non-technical Summary and Experimental S (h)-102 D8d(1)18.4 (e)-6.7 (n)32if availactDmailam1.04 1 -11.5(-)Tj0 (d E)10eT7T 5 (i



the Smith Excellence proposal. In cases of any potential overlap or duplication, a detailed explanation of project aims must be appended to address any apparent overlap or lack thereof.

- **Applicant Independence/Institutional Commitment Form:** The Department or Division Chair must complete this form and sign at the bottom.

Please note: Supplemental materials are not permitted and will be removed (e.g., letters of collaboration or recommendation).

HRiA is committed to making our resources accessible to everyone. If you require an accommodation or service to access our resources, please contact program staff.

Direct any questions to program staff:
SmithExcellence@hria.org

(5.2024)





100% effort of the Recipient or Key Personnel. The Institution and the Recipient are responsible for determining whether acceptance of this award will jeopardize support they may receive from other sources and ensuring that the Recipient has the capacity required to perform the Project within the proposed timeline. The Recipient will immediately report to the Administrator any additional funding available for activities related to this Project.

Use of the Award Funds: The laws of the United States place certain restrictions on the way funds awarded by charitable trusts and foundations may be expended. **Award funds and any interest earned may be used only for the research project and budget as submitted in the Recipient's Project proposal.** Funds may not be administered for any other purpose without the prior written approval of the Administrator.

The Recipient and Institution must exercise proper stewardship over award funds and ensure that costs charged to the award are allowable, allocable, reasonable, necessary, and consistently applied in line with the Project's accepted proposal and budget. The Institution shall be liable for reimbursement to the Funder of any award funds associated with any inappropriate or unauthorized expenditures or fraudulent or improper conduct involving the



the Institution makes a request for re-budgeting or reallocation outside of the annual progress reporting process, Institution must contact Program Staff to obtain the required forms.

Financial Responsibilities of Award Recipient Institution: The Institution will keep systematic records of all expenditures relating to the Project. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc. will be retained by the Institution. 7 (hr)7 (2 (e)0.1 (l)-5.1 (t)9.1 (n)-8



In the event of early termination of this Agreement, for any reason, Institution will be reimbursed for allowable costs and non-cancellable obligations incurred prior to the date of termination.

If the Recipient is not continuing the Project in another nonprofit research setting, the award will be canceled, and unused funds must be returned within sixty (60) days. Transfer of the award to another PI, if applicable, is not permitted. Disposition of and title to any equipment purchased by the Recipient with award funds will be evaluated on a case-by-case basis. If the Project is terminated for any reason, any unused funds, subject to allowable costs and non-cancelable commitments incurred in the performance of the Project but not yet paid for, must be made payable to the Funder, in care of the Administrator within sixty (60) days. Performance under this Agreement may be terminated by either party upon thirty (30) days written notice to the other.

It is the responsibility of the Recipient as well as the Institution to notify the Administrator of any change in employment status of the Recipient in a timely manner and usually not less than thirty (30) days prior to such change.

Unused Funds and Reversion: Should any of the following events occur, the Administrator, on behalf of the Funder, may demand repayment of all unexpended portions of the award; moreover, all unpaid installments may be cancelled. The Institution is also required to give written notice if there is a change in the Institution's status as noted below.

- A determination, preliminary or otherwise, is made by the United States Internal Revenue Service that the award does not constitute a qualifying distribution.
- The Institution fails to perform any of its duties, in the judgment of the Funder, the Administrator, or its Scientific Review Committee, required by the Application Guidelines and this Agreement. In such cases, the Administrator shall provide no less than thirty (30) days termination notice in writing to the Institution, upon which the Institution shall have an additional thirty (30) days following receipt of such notice within which to cure any deemed failures.
- The Institution ceases to be exempt from income taxes under the Internal Revenue Service Code or becomes a private foundation.
- There is a material change in the purpose, character, or method of operation of the Institution such as to jeopardize its tax status.

Unexpended Funds: Any funds over \$2,000 remaining at the close of an Award Period (extended via NCE or otherwise) must be returned to the Administrator within sixty (60) days and made payable to the Funder.

Medical and Family Leave: The Recipient may continue to expend any award funds allocated to salary during medical or parental leave consistent with the Institution's policies.

Reporting Requirements and Payment Schedules: Final scientific and financial reports are due sixty (60) days following conclusion of the Award Period. Progress reports are due annually on September 2, sixty (60) days prior to the start of the continuing year, regardless of award start date. The Recipient will receive access to the required online report forms by email approximately three



(3) weeks prior to their due dates. It is the responsibility of the Recipient to email the Financial Report Form to the Institution's Financial Officer and ensure that the Administrator receives this completed form. The Funder and Administrator reserve the right to place a hold on funds where the Recipient is non-compliant with these reporting requirements.

Requests for NCE or re-budgeting should be made to the Administrator thirty (30) to sixty (60) days prior to requested effective date of change. In cases where an extension has been granted, Recipients may be required to file an interim status report.

In order for the Funder to understand the impact of the program in the longer term, Awardees will be expected to complete brief Alumni Reports as requested following the Award Period. Completing these forms will help ensure that all outcomes related to Smith research funding are captured, so that the Funder can fully understand the value of its investments in research.



