

## General Instructions

Submit using the follow formatting:

- Times New Roman – 11 point font
- 0.5 inch left and right margin
- Do not exceed the page limit allowed for each section
- The use of double-space is allowed as long as you stay within the page limit
- Column formatting is not allowed
- For each section, you must use the template provided
- For each section, include your name (PI) and project title in the header section

Please note, if these formatting requirements are not met, your application **WILL NOT** move forward to the peer-review process.

## IMPORTANT NOTES:

- Changes will not be allowed after submission. Please **proofread** all documents thoroughly prior to submission.
- Additional documents (appendices or supplemental documents) are **not** allowed and will be removed.
- Once submitted, applications under review, cannot be updated, changed or adjusted with additional information such as recent publications, published manuscripts, new data etc.
- The use of World Wide Web addresses (URLs) in the application is not allowed to avoid providing a large amount of extra material beyond what would fit within the page limit of each section.

## **Instructions for Problem Statement**

### **DO NOT EXCEED ONE (1) PAGE**

Present the overarching problem that has led to this research project including the specific aims of the project.

References may be included in a reduced, but legible, font size.

Content of the problem statement may include:

- The technical, public health or scientific question driving the study or the hypothesis to be tested
- The present state of knowledge (related research studies) and how the hypothesis of the proposal relates/contributes.
- The novelty of the hypothesis/question proposed
- The specific objectives of the project
- Possible project outcomes and interpretations
- Previous research, by the PI, relevant to the proposal
- The long-term goals of the line of research

## **Instructions for WORK PLAN**

### **DO NOT EXCEED FIVE (5) PAGES**

The content of the work plan may include:

- Experimental design and methods
- Technical procedures and instruments
- Characteristics of human subjects and animal populations, including when appropriate recruitment and retention plans
- Model systems, if relevant
- Data management, if relevant
- Quality control and analytic procedures appropriate to the proposal
- Preliminary data/results that support the hypothesis
- Justification of the experimental design, including the alternative strategies considered
- Significant collaborations that are beyond the budget of this proposal and have not been previously described

### **Notes:**

References, figures and photographs must be included in the FIVE pages allowed for this section.

Use the reference style that is most common in the major journal(s) discipline, specialty or sub-specialty.

References, figures and legends may be included in a reduced, but legible, font size.

## Instructions for BUDGET SECTION

All new resources for the proposal must be identified in this section.

Indirect costs, or overhead, are not allowed.

Your budget must not exceed the maximum amount of the award for each type of project.

You must use the budget template provided for each type of project.

### Allowable costs under this award:

All funds awarded under this program must be used for direct research support (direct costs).

**Budget and expenses must be managed through the Panamanian public funds system.**

You are allowed to allocate up to 15% of the total budget to the “other expenses” category.

### Other allowable costs include:

- Small pieces of laboratory equipment and laboratory supplies
- Computer hardware and software if used strictly for data collection and/or analysis
- Salary for technical staff (lab technician, undergraduate thesis students)
- Support for travel to scientific and professional meetings any given year
- Purchase and care of laboratory animals
- Internal core facilities
- Other expenses (e.g. customs brokerage service fees, field trip fees)

### Costs not allowed under this award include:

- Salary and/or compensation for researcher team members (PI and Collaborators)
- Computer standard software (e.g., Microsoft Office)
- Construction or renovation costs
- Tuition
- Rent for laboratory/office space

If it is anticipated or known that funds for support for this research will be sought from other sources, indicate this under other projects contributions and institutional support columns.

## Instructions for AVAILABLE RESOURCES AND BUDGET JUSTIFICATION

### DO NOT EXCEED TWO (2) PAGES

Provide information about the resources that:

1. Are available and necessary to support the proposed project, and can be accessed for the duration of the project without additional funds.
2. Will be provided by the collaborators of the proposal or other sources of funding.
3. Will be acquired with project funds

List and describe facilities and space, equipment, animals and/or human subject or clinical populations, and any other relevant physical or human resources. Identify all new resources

that the proposed project will require. Include a brief justification and rationale for the individual line items in the proposed budget that you are requesting funding.

### **Instructions for BIOSKETCH**

A Biographical Sketch **must** be included for the Applicant/Principal Investigator and Collaborators. You may include biosketches for other doctorates who contribute to the scientific development or execution of your research project in a substantive, measurable way, whether or not they receive salaries or compensation under this grant. Individuals at the masters or baccalaureate level may be considered collaborators if their involvement contributes to the scientific development or execution of your research project in a substantive, measurable way. Zero percent effort or “as needed” is not considered an acceptable level of involvement for key personnel.

### **MUST NOT EXCEED THE FOUR PAGE LIMIT**

*(must not exceed four (4) pages for each person)*

**You must use the NIH Biographical sketch format provided.**

Each biosketch should provide the following information:

A. **Positions and Honors.** List in chronological order, previous positions, concluding with your present position. List any Honors.

B. **Selected peer-reviewed publications (in chronological order).** Do not include publications submitted or in preparation. Include one section with the publications that are most relevant to the project proposed in this application and a second section with other publications.

C. **Research Support.** List selected ongoing or completed (during the last three years) research projects (**national and international support**). Briefly indicate the overall goals of the projects and your role (e.g. PI, Co-Investigator, Consultant) in the research project. Specify percent effort in ongoing projects.

**IMPORTANT NOTE: appendices, and supplemental documents are not allowed. If such documents are attached to your application, they will be removed.**