



## APPLICATION INSTRUCTIONS

The application deadline is **November 11, 2024**. The grant portal can be accessed via a link provided at the time of LOI approval.

### REQUIRED DOCUMENTS to be uploaded as individual PDFs.

- SIGNED APPLICATION PAGE
- ABSTRACT (300 words)
- RESEARCH PLAN<sup>1</sup>
- MILESTONES AND DELIVERABLES
- RESOURCE SHARING PLAN<sup>2</sup>
- TIMELINE
- BUDGET<sup>3</sup> using template provided
- BUDGET JUSTIFICATION
- BIOSKETCH (NIH format, 5 page maximum for key personnel)
- LETTERS OF SUPPORT, if applicable
- RECOMMENDATION LETTERS, if applicable<sup>4</sup>
- POSTMORTEM BRAIN TISSUE APPLICATION, if applicable.

Program Director, Dr. Amy Alessi, [aalessi@MGB.org](mailto:aalessi@MGB.org) is the point of contact for any questions about the grant application process.

#### **<sup>1</sup>Research Plan**

Research plans should not exceed 3 pages for Pilot and Postdoctoral Fellowship applications or 5 pages for Investigator Awards, not including reference lists. Proposals should be formatted with no less than 0.5 inch margins and 11-point, Times New Roman font. If the application is a resubmission of a previous proposal, an additional 1-page introduction to the revision is allowed.

#### **<sup>2</sup>Resource Sharing**

Please refer to Sections 2.10-2.13 of CCXDP intellectual property policy regarding sharing expectations.

#### **<sup>3</sup>Budget Guidelines**

- Indirect costs may not exceed 10%.
- Subcontracting of CCXDP awards to third parties is not permitted. If two or more institutions are included in the application, separate awards with each institution will be required. Please prepare separate budgets for each project site.
- Tuition payments are not allowable.

- Data analysis costs should be included, if applicable
- Include up to \$3,000 for travel to Boston for the annual XDP Workshop

#### **<sup>4</sup>Recommendation letters**

Two letters of recommendation for postdoctoral fellowship applications are required. Current mentors may not be used as a references.

#### **Additional requirements:**

- If the proposed study involves human subjects: Applicant must demonstrate all appropriate institutional approvals and completion of Human Subjects Research (HSR) training for all study staff.
- If the proposed study will utilize human derived tissue or cell lines: Applicants must demonstrate all appropriate institutional approvals to receive and work with deidentified human biospecimens. Rationale for number of cell lines to be analyzed must be included in methods section and cost of purchasing cells from biorepositories must be specified in budget. Visit <https://ccxdp.org/our-research/resources/> for a list of available resources with links to biorepositories.
- If the applicants intend to request XDP postmortem brain tissue: Applicants must attach supplementary application outlining amount and type of brain tissue requested, demonstrated mastery of techniques proposed, and access to control tissue. The application is available here: <https://ccxdp.org/our-research/research-funding-program/>