

2024 Research Grant Application Form

Principle Investigator Information:

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Position: _____

Institution Name: _____

Institution Address *(this must be a street address; NO post office or rural box):*

Street: _____ **Apt (if any)** _____

City: _____ **State:** _____ **Zip** _____

Telephone number where you can be reached: (____) _____

E-mail Address: _____

Your Signature: _____

Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Institution Name: _____

In order to apply, a Letter of Intent identifying the investigator(s), institutions involved, and a one-page summary of the intended research and its potential impact is required to be emailed to the address below by August 3, 2024 no later than 12:00 Midnight in the locality where transmitted for Trust Fund Board consideration.

Investigators invited to submit a full Proposal will be notified by September 1, 2024. Full proposals, along with all the other required documents and materials per the attached instructions, must be emailed to the address below no later than 12:00 Midnight in the locality where transmitted on October 1, 2024. Extensions will not be granted.

Research Grant Full Proposal Outline

Principal Investigator Information (Fill in blanks at top of this page)

Summary Statement of the purpose of the Research Proposal (1 page)

Full Proposal Narrative (6 pages)

1. Background
2. Specific Aims
3. Research Plan (Including preliminary data and timeline)
4. Statement of Anticipated Impact

Ancillary Material (required, but not counted against proposal page limits)

1. References
2. Letters of Support
3. Investigator(s) Biosketch(s)
4. Detailed Line Item Budget
5. Budget Justification

Research Grant Detailed Requirements

The following detailed requirements are in support of the Ancillary Material referenced in the outline on the previous page:

- **Publication References to background or previous work in the project area**
- **A letter of institutional support (from department chair, dean's office, or other appropriate administrator)**
- **If involved, a letter of commitment by any partnering organization or institution**
- **If research involving human subjects is involved:**
 - **A plan and timeline for IRB submission and acceptance (failure to achieve IRB approval according to project schedule may result in cancellation of funding)**
 - **A description of the racial/ethnic make-up of the study sample**
- **Investigator(s) resume(s) (NIH biosketch format preferred; please limit to 3 pages)**
- **Detailed line item budget and budget justification**

Note: The Arc of Washington Trust Fund will not support budget for institutional overhead/indirect charges of > 10% nor for capital equipment, food/alcohol, banquets, parties, travel to more than one conference by one investigator (unless identified and justified specifically). The Trust Fund may elect to partially fund projects.

The Arc of Washington Trust Fund research grants are intended to have significant impact on the lives of individuals with IDD who are living in Washington State. The research proposal should therefore emphasize the specific ways in which the proposed research may accomplish that goal. These may include:

- **Description of how this research will advance knowledge in the field, and how that advance will contribute to programmatic or interventional changes**
- **Likelihood that the grant will lead to follow-on funded research**
- **Likelihood that the grant will lead to new partnerships to benefit the IDD community**
- **Likelihood that the funded research will have impact on future programs and/or legislation to benefit the IDD community**

Investigators receiving Arc of Washington Trust Fund Research Grants will be required to electronically submit a 1-page interim report midway through the project period, and a more in-depth 3-page report upon completion of the project.

2024 Research Grant Submittal Instructions

Important instructions:

- 1) Both pages of the application form must be completed. Any standard PDF program should allow you to enter the fill-in highlighted fields. Sign and date the application form where indicated.
- 2) Please append to your application the information listed on Page 2.
- 3) Please append the information requested above to the completed application PDF file. The best way to do this is to first save the filled-out application file and then use one of many available free PDF Merge software applications to merge the application file and the other information which each should be first placed in PDF format. For Windows, free software from the web, such as “Merge PDF” from Light PDF at <https://lightpdf.com/merge-pdf>, can be used to merge the overall package into one PDF file (if you use Merge PDF, just click on the down arrow to the right of the merged file name, no need to click the “Download Desktop” button to get the merged file). For Apple MAC users, the built-in “Preview” application can be used for this purpose.
- 4) Please name the final file to be submitted as “2024 Research Grant Institutionname.pdf”.
- 5) Full proposals, along with all the other required documents and materials, must be emailed to info@arctrustfund.org no later than 12:00 Midnight in the locality where transmitted on October 1, 2024. Late applications, recommendations or transcripts will not be accepted. Extensions will not be granted.
- 6) Applicants will be notified of the Arc of Washington Trust Fund Board’s decision by November 15, 2024. For more information, please contact by email at info@arctrustfund.org.

E-Mail to: info@arctrustfund.org