

THE MARGARET E. EARLY MEDICAL RESEARCH TRUST
2025 GRANT APPLICATION DIRECTIONS
Research period January 1, 2025 to December 31, 2025

The Margaret E. Early Medical Research Trust 2025 Grant Application Directions incorporates the following documents:

- (1) a limit of ten (10) pages for the Grant Application (Proposal);
- (2) a copy of the Title page/Cover page (sample enclosed herein);
- (3) copies of the 2023 and 2024 Financial Reports **REQUIRED** for **Renewal Applicants only**; and
- (4) The Proposal, Title page/Cover page and Financial Reports (sample enclosed herein). Please note that the Title page/Cover page, Financial Reports are not part of the ten (10) page Proposal limit.

Please note: the documents required above can now be emailed to Vanessa Flores at vflores@hfdclaw.com No need to Federal Express or Mail.

The Margaret E. Early Medical Research Trust 2025 Grant Proposal **and** the Title page/Cover page should be typed on 8½ x 11 inch white paper with 12-point type/pitch in Times New Roman font, in Microsoft Word format (MS doc or MS dox), and margins on all sides not less than one-half inch (½”). Print the two documents on a single side only (**not** double sided).

PLEASE ADHERE TO A MAXIMUM TEN (10) TOTAL PAGE LIMIT ON ALL PROPOSALS FOR EACH APPLICANT. THIS TEN (10) PAGE LIMIT INCLUDES ALL THE POINTS ON PAGES 1, 2, 3, 4 and 5 on the 2025 Grant Application Directions. The ten page limit is firm. In most cases, applicants will need to be brief, concise and present information which is relevant only to the current Proposal. It is the applicant’s discretion to decide how many pages, paragraphs, biographic data, bibliographies, appendices, supporting letters or other documents will be provided for the various sections. Please note that biographic data, bibliographies, appendices, supporting letters or other documents will all be considered part of the ten page limit. Do not add any additional information or documents to the ten pages. Finally, number all of the ten (10) pages.

The Title page/Cover page should be submitted via email in Microsoft Word **and** PDF Formats. The 2023 and 2024 Financial Reports may be submitted in **EITHER** Microsoft Word or PDF formats via email.

- I. Title page:** At the top of the Title page, type “2025 Margaret Early Medical Research Trust Grant”. Then type the name of the School/Institution. State if the Applicant is a **New**, **Second Renewal** or **Third and Last Renewal** Applicant. State the **Year(s)** and **Amount(s)** of MEMRT Grant(s) previously **received** and/or **denied**. State the **Title(s)** of MEMRT Grant(s) previously **received** and/or **denied**. If the Applicant has not received or has not been denied a MEMRT Grant, state none.

Type the title of the Proposal, name of the school/institution and name of the principal investigator with his or her title. State the social security number*, department at the school/institution and the **complete and current** mailing address, street

address, building name, room number, mail box, number, mail stop number, department numbers, the city, state, and zip code. State the office, cell, facsimile numbers and email address. (If there is no facsimile number, please state none). Please note that it is important to have **all** the requested CONTACT INFORMATION of each individual listed on the Title page/Cover page **ACCURATE AND CURRENT** so the Trustee can easily contact that person via U.S. mail, fax, email **AND** by cell and/or office phone to send out award letters or any other information. List the dates of entire proposed project period. (Please also follow the format of the attached Sample Title page also known as the Cover page). Do not add any decorative lines or blocks of spaces or colors on the Title page. The Title page/Cover page does not need to be signed by anyone.

* The social security number may be left off the Title page/Cover page. However, if the applicant receives a Grant, the social security number will be required at that time.

- II. Summary:** Please provide a 200-word summary of the proposed research project in language that would be clear to a college-educated layman. Include a brief description of the significance of the research.
- III. Budget:** On the budget, please list the personnel (by name, if possible) including the principal investigator, technicians and consultants. Indicate the percent effort as well as time to be spent on this project and the salary and fringe benefits. Also, itemize equipment and supplies as well as indicating what animals would be utilized, the cost of the animals, and the cost of housing the animals. Any charge for overhead may not exceed twenty (20%) percent. Other expenses should be noted and itemized. The total of the direct costs should also be noted. The budget should also contain the same data, itemized for years two and three of the grant application. Justify any increases.
- IV. Biographical data:** Biographical data should be provided for all personnel including a full list of publications.
- V. Funding:** List, for all research projects in which you participated, or are involved in, all sources of funding for the past five years with grant number, title of research project, institution/source of funding, a brief description, principal and co-investigators, time period covered by the grant and amount of grant award. List all present sources of funding for proposed research project providing the same type of information. List all grants that you have recently applied for or anticipate applying for in the next eighteen (18) months. Relate all past, present or other applied for research projects and grants to the research project covered by this grant application. Indicate the duration and amount of all other funding in detail. Explain any areas of overlap or duplication; if none, state none.

Unexpended funds at end of grant period must be returned promptly to The Margaret E. Early Medical Research Trust.

All funds must be kept at interest until expended in accordance with the grant.

The first new Proposal should briefly describe funding activities for all three (3) years. At the time of submission for the second and third year renewal proposal, briefly describe funding activities. However the activities for the first, second and third year should **not** be repetitive information.

VI. Grant Renewals: Every current recipient of a Grant from the Margaret Early Medical Research Trust requesting funds for the ensuing calendar year must reapply and complete the standard Margaret Early Medical Research Trust Grant Application. Such Application should be supplemented to clearly indicate progress made to date in sufficient detail so that an evaluation of such progress may be made by qualified experts in the field. Failure to do so when reapplying may result in non-renewal of a current Grant for a subsequent calendar year, notwithstanding progress which may have been achieved. Current Grant recipients should obtain clarification if necessary, directly from the Trustee.

Please note that **all Grant Renewals** must be accompanied with the 2023 **and** 2024 Financial Reports covering expenses for specific periods of research time depending on when the applicant commenced receiving the Grant. For Grant year 2024, the **2024 Financial Report (for period 1/1/24-7/31/24)** must be received in the Trustee's office via email **no later than, August 1, 2024, 5:00 p.m.** The **FINAL Financial Report (for period 8/1/24-12/31/24) will be due and must be submitted by 5:00 p.m. on March 3, 2025.** Please consult and coordinate with the Project Administrator, Contract Administrator or Department Supervisor regarding who to contact to generate and provide the Financial Reports, so **COPIES of both the 2023 and 2024 (for period 1/1/24-7/31/24) Financial Reports** must be **submitted with the Proposal by August 1, 2023.** It is the responsibility of each applicant (not the Financial Office at the school/institution) to provide the Financial Reports in a timely manner. As noted on page one, applicants must attach **copies** of the Financial Reports to the Proposal, and **also provide copies of the same in EITHER Microsoft Word or PDF Format via email.** Please remember that the Financial Reports are NOT PART OF THE 10 PAGE LIMIT.

At the conclusion of the Final Grant Renewal year, please provide a written Progressive-Narrative Report due by March 1st of the following year. (i.e. an applicant received Grants for three years starting in January 2023, 2024 and 2025, then the **original written Progressive-Narrative Report** will be **due no later than 5:00 p.m. on March 1, 2026,** via email.

VII. Research Proposal:

- A. Overall objective:** Briefly summarize the overall objective of this research project.
- B. Background:** This section should be limited to four single-spaced typed pages giving appropriate references and a critical discussion of the background of the problem.
- C. Preliminary data:** Please provide any preliminary information, either published or unpublished, that has been obtained by the principal investigator relating to this project.
- D. Specific aims:** List the specific aims of the project.
- E. Detailed methods of procedure:** Please be as specific as possible concerning the methodology and approach to answering the question raised.

- F. Anticipated problems:** Fully address any problems that you anticipate and the means by which you plan to overcome these problems.
- G. Statistical analysis:** How do you plan to analyze the data? Please indicate the source of statistical consultation, if any, for data analysis.
- H. Time table:** Please provide an estimate of when you expect each of the components of the project to be completed.
- I. Significance:** Briefly indicate the significance of the proposed work in regard to basic scientific information as well as potential human applications.
- J. Human protection:** Indicate if human subjects will be used and what steps will be taken to protect them. Approval by a human subjects committee is mandatory prior to an award.
- K. Animals:** Please specifically indicate what animals will be used, how they will be anesthetized or sacrificed, what housing space is available and who will take care of the animals. Briefly indicate what the animals will be used for and what procedure they will be subjected to.
- L. Radioisotopes:** Indicate which isotopes will be utilized and what safety precautions you will take to prevent contamination and protect the laboratory personnel. Indicate who will handle the waste disposal and provide evidence that you have institutional approval for use of the isotopes.
- M. Facilities available:** List the physical facilities that are available for the performance of this research as well as the major pieces of equipment that are available.
- N. Bibliography:** Limited list of all references with all authors, title of the article, journal, volume, initial page and year.

VIII. Appendix: In the appendix, please provide the following:

- A.** Reference up to three (3) review articles dealing with this topic. Do not provide copies of same.
- B.** Provide up to five (5) references of the principal investigator's own work directly applicable to this proposal.
- C.** List up to five (5) individuals who are familiar with your work who could provide input to the research review committee.

IX. Email address to send all research Proposals:

Please email Vanessa Flores: vflores@hfdclaw.com

c/o Eli B. Dubrow, Trustee of The Margaret Early Medical Research Trust
Harrington, Foxx, Dubrow & Canter, LLP

If there are any questions regarding the Grant Application Directions, please contact the following individuals:

Eli B. Dubrow, Trustee of The Margaret Early Medical Research Trust
Telephone Number: (213) 489-3222, extension 204
Email: edubrow@hfdclaw.com

Vanessa Flores, Assistant to Eli B. Dubrow
Telephone Number: (424) 281-3967
Email: vflores@hfdclaw.com

X. Deadline for all research proposals:

Thursday, August 1, 2024.

The proposals must be received by 5:00 p.m. on August 1, 2024 via email to vflores@hfdclaw.com. There are no exceptions to this deadline. If no email is received by 5:00 p.m. on August 1, 2024, then it will not be submitted for review.