



The Children's Heart Foundation Research Grant FAQs

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General Questions

What is the deadline to submit applications?

The submission deadline is **Friday, June 7, 2019**. The online system will close at 5 p.m. Central Time on this date.

When will we be notified if our application was approved for a grant?

By **December 22, 2019** a notification will be sent to the contact person listed on your application.

What attachments are required with the application?

- Lay Summary
- Research Plan
 - Specific Aims
 - Background and Significance
 - Preliminary Studies
 - Research Design and Methods
- Human Subject Plan (if applicable)
- Animal Subject Plan (if applicable)
- Detailed Budget
- List of Alternative and/or Overlap Funding Sources
- Curriculum vitae of PI
- Curriculum Vitae of Collaborators
- Reprints of up to three representative works in this area
- Signature Pages
- IRS 501(c)(3) Form

Eligibility Questions

Can I apply if human subjects will be used?

Yes. The regulations for the protection of the human subject provide a systematic means, based on established, internationally recognized ethical principles, to safeguard the rights and welfare of individuals who participate as subjects in research activities. The regulations require that applicant organizations establish and maintain appropriate policies and procedures for the protection of human subjects.

Briefly describe the proposed involvement of human subjects in the work to be conducted, including the characteristics of the population, the anticipated number of participants, the age range, health status and rationale for the use or exclusion of any specific subpopulation. Indicate if specimens will be taken from individuals, or if specimens exist, indicate if records or dates will be used. Describe plans for the recruitment of subjects and the consent procedure to be followed. Please indicate if recruitment bias is likely and what steps are to be taken to the limit the bias. State if the Institutional Review Board (IRB) has approved the project or authorized a modification or waiver of consent procedure. Discuss why the risks to the subject in relation to potential benefits are reasonable and acceptable.

Can I apply if animal subjects will be used?

Yes. Please provide a detailed description of the proposed use of the animals, identifying species, sex, origin, age range and numbers of animals to be used. Justify the use of the animals including the choice of species and numbers to be used. Provide information on the veterinary care of the animals and the facilities available. Describe the procedures to be used to ensure that discomfort, distress, pain and injury will be minimized. Describe the use of analgesia to be used and the method of euthanasia to be used.

Can I apply if I am applying for other funding for this same project?

Yes. But note that the CHF's research funds will not be awarded to duplicate any work which is being supported by other funding agencies. The application will ask that you identify all alternative and/or overlap funding.

Can I apply if I applied in past years and was denied funding?

Yes.

Can I apply if I applied in past years and received funding?

Yes. Past grantees are able to apply again for new funding 12 months after the expiration of the previous grant. However, at the time of application they must have fully completed their outstanding grant requirements – including, but not limited to, submitting a final grant progress report and detailed accounting of all monies used. Abstracts or publications resulting from this funding should be attached.

Can applicants be from outside of the United States apply?

Yes, but all applications/correspondence must be in English.

Financial Questions

Is a budget required with my submission?

Yes, a detailed budget form is provided to summarize the costs of the project and the requested funding. Only direct costs will be considered for funding. If funding is requested for a two-year project, please fill out a budget form for each year of anticipated funding.

What types of costs are non-allowable?

A list of non-allowable costs is below. This list is not exhaustive. If you have a question about an allowable cost, please email ResearchGrants@childrensheartfoundation.org.

Non-allowable Costs

- Alteration or renovation of lab or office space
- Audiovisual equipment or materials
- Audit costs
- Communications
- Conference grant costs
- Consultant services – these may be allowable under certain circumstances; consult CHF office
- Entertainment costs
- Fringe benefits
- Fundraising
- Indirect costs
- Insurance
- New construction
- Principal Investigator or consultant salary
- Publications – may be allowable if work to be published is support by the CHF grant and if the charges are levied impartially on all papers published by the journal. The cost of reprints without covers is allowable; if the journal only provides reprints with covers, the additional costs may be allowable.
- Travel expenses
- Taxes
- Tuition or trainee salary or costs
- Technician salary is generally allowable if the justification is provided that the project could not be processed without this employee's help and expertise. The principal investigator must directly employ the technician; consultant technician salary will not be allowed.

Can the funds be used retroactively?

No.

Who will be issued the grant check?

All communication, including notification and distribution of grant funds, will be directed to the Primary Investigator listed on the application.

Submitting your Application

How do I submit my application?

To apply for the Children's Heart Foundation Medical Research Grant, go to <http://childrensheartfoundation.submittable.com/submit>. You will be asked to create a free account to begin the submission process.

How do I create an account to submit my application online?

Go to <https://childrensheartfoundation.submittable.com/login/> to create your account.

How do I log in to the online application system?

To sign in with an existing account go here: <https://childrensheartfoundation.submittable.com/login/> Enter your email address and password. If you do not remember your password, you can use the "Forgot your password?" link on the

login form. Or, follow the direct link below to reset your password: <https://childrensheartfoundation.submittable.com/account/forgotpassword>

Can I save my application and return to it at a later time to finish and submit?

Yes. Applications are saved securely. Only those with your login information and the Children's Heart Foundation Administrator can access your application. You may return to your saved application as many times as you need to before you submit.

How do I check the status of my application?

You can check the status of your submission by signing in here: <https://childrensheartfoundation.submittable.com/login>. If you do not remember your password, you can reset it here: <https://childrensheartfoundation.submittable.com/account/forgotpassword>

What does my submission status mean?

Your Submittable application is marked with one of 3 statuses:

- **Received:** Your submission has been successfully submitted and is in queue for review.
- **In-Progress:** Your submission has been received and additionally handled in some way (e.g. assigned to a reviewer)
- **Withdrawn:** You have withdrawn your submission from consideration.

How do I withdraw my submission?

You can withdraw an active application at any time. Log into your account by going to <https://childrensheartfoundation.submittable.com/login>.

1. Choose the **Submissions** tab in the main navigation bar or click your user name in the upper right-hand corner of the screen and select **My Submissions**.
2. Click the **Withdraw** link next to the title of the submission you want to withdraw.
3. Type a **Reason for withdrawal** that will be received by the organization from which you're withdrawing the submission.
4. Click the **Withdraw** button. Your submission status will now be set to **Withdrawn**.

I am having trouble attaching/uploading file(s) on the submission form.

What do I do?

Submittable will try to detect which method of upload will work best for your browser. If you are not having any luck, please try these steps:

1. Check if the file you are trying to attach to the submission form is one of the types that Submittable accepts. You can find the acceptable file types listed to the right of the **Select Files** button.
2. If the form still will not allow you to attach your document, click the "**Trouble attaching files? Click here**" link to the right of the **Select Files** button.
3. The page will refresh the form and set your account to another uploading method. Try clicking the **Select File** button again to attach your file(s).
4. We do our best to maintain backwards compatibility with older browser versions. However, you will always have the best experience if your browser is updated to the latest version.

5. If you continue to have trouble, please contact help@submittable.com and describe in as much detail as possible what is happening to you. If there is an error message on the screen, please specify the message.

If I am unable to submit via Submittable, can I submit my application through email?

In certain limited cases other formats may be accepted. Please contact the Children's Heart Foundation Administrator at ResearchGrants@ChildrensHeartFoundation.org to request approval.

Thank you for your interest in congenital heart defect research. Follow the instructions in the grant report carefully.