



ONLINE APPLICATION SUBMISSION GUIDE

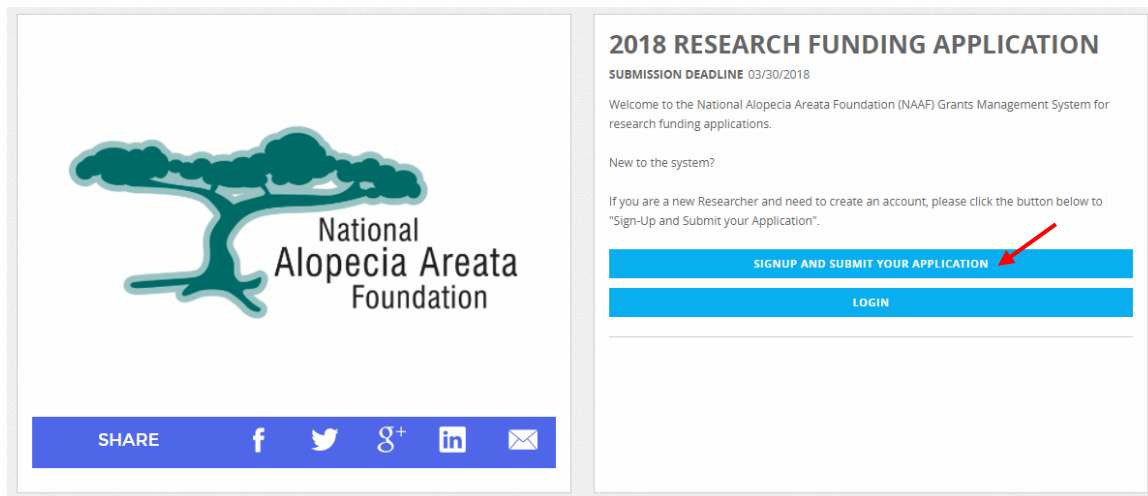
Applications must be submitted through our web-based system called *Reviewr* before the deadline on **March 30, 2018 at 5:00 pm ET**.

Access and Submit Online Applications at:

www.naaf.org/apply

GETTING STARTED

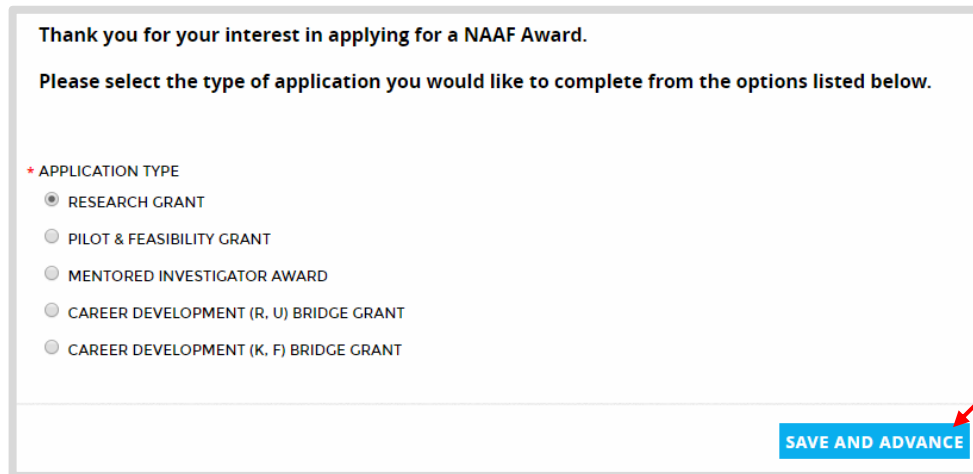
- (1) Click the ***Sign-Up and Submit your Application*** button which will take you to the Registration page.



- (2) To create an account, enter your name, email address and password and click ***Submit***.

here'."/>

(3) To begin your application, select the appropriate Application Type and click **Save and Advance**.



Thank you for your interest in applying for a NAAF Award.

Please select the type of application you would like to complete from the options listed below.

* APPLICATION TYPE

- RESEARCH GRANT
- PILOT & FEASIBILITY GRANT
- MENTORED INVESTIGATOR AWARD
- CAREER DEVELOPMENT (R, U) BRIDGE GRANT
- CAREER DEVELOPMENT (K, F) BRIDGE GRANT

SAVE AND ADVANCE

ONLINE APPLICATION FORM

Sections of the application will be completed directly through the online system using built-in “fillable” form fields and others will require separate attachments via upload.

Offline application templates are available as a resource for download at www.naaf.org/grants.

IMPORTANT: Offline templates are only meant to serve as a guide; All sections that require individual attachments must be completed and uploaded as separate documents. Do not upload any application section more than once.

Research Grant/Pilot & Feasibility Award

Sections to be completed directly through the online system:

- ✓ Contact Information for Applicant and Co-Applicant (if applicable)
- ✓ Project Information (dates, proposed budget and amount requested)
- ✓ Sponsoring Institution Information
- ✓ Detailed Budget (for each 12 month period)
- ✓ Questionnaire
- ✓ Other Current and Pending Support

Sections to be uploaded as separate attachments (in PDF format only):

- ✓ Scanned copy of the completed Face Page with original signatures
- ✓ Abstract (250 words or less)
- ✓ Summary Description (1 page or less)
- ✓ Research Plan (10 pages or less)
- ✓ Proposed Progress Report Milestones
- ✓ Budget Justification (for each 12 month period)
- ✓ Biographical Sketch (3 pages or less)
- ✓ Letters of Support
- ✓ Institutional Requirements Letter

Application Type: Mentored Investigator Award

Sections to be completed directly through the online system:

- ✓ Contact Information for Applicant and Mentor
- ✓ Project Information (dates, amount requested and protections)
- ✓ Sponsoring Institution Information
- ✓ Detailed Budget (for each 12 month period)
- ✓ Questionnaire
- ✓ Other Current and Pending Support

Sections to be uploaded as separate attachments (in PDF format only):

- ✓ Scanned copy of the completed Face Page with original signatures
- ✓ Abstract (250 words or less)
- ✓ Summary Description (1 page or less)
- ✓ Research Plan (10 pages or less)
- ✓ Proposed Progress Report Milestones
- ✓ Budget Justification (for each 12 month period)
- ✓ Career Development Plan (3 pages or less)
- ✓ Biographical Sketch for Applicant and Mentor (3 pages or less)
- ✓ Letters of Support from Mentor and Department Chair
- ✓ Institutional Requirements Letter

Application Type: Career Development Bridge Grants (R, U, K, F)

Sections to be completed directly through the online system:

- ✓ Contact Information for Applicant and Mentor
- ✓ Project Information (dates, amount requested and protections)
- ✓ Sponsoring Institution Information
- ✓ Detailed Budget (for each 12 month period)
- ✓ Questionnaire
- ✓ Other Current and Pending Support

Sections to be uploaded as separate attachments (in PDF format only):

- ✓ Scanned copy of the completed Face Page with original signatures
- ✓ Cover Letter (2 pages or less)
- ✓ NIH Application Body
- ✓ NIH Summary Statement
- ✓ Response to NIH Critique (1 page or less)
- ✓ Budget Justification (for each 12 month period)
- ✓ Biographical Sketch (only attach if not included with original NIH application)
- ✓ Letters of Support
- ✓ Institutional Requirements Letter

PREPARING ATTACHMENTS

Attachments are documents that are prepared outside the application using whatever editing software you desire (e.g., Microsoft Word), converted to PDF format and then uploaded to your application. We require PDF format to preserve document formatting and a consistent reading experience for reviewers and staff. Failure to convert your attachment to PDF format may lead to application errors upon submission or withdrawal of your application from our review process.

Format Specifications

- English (US spelling preferred)
- 11-point or larger font (Calibri, Arial, Helvetica, Palatino, Garamond or Times New Roman)
- 8 ½ x 11 page size (single column format)
- Half-inch margins (1.27 cm) on all sides
- Single-spaced with consecutively numbered pages
- Only PDF files will be accepted

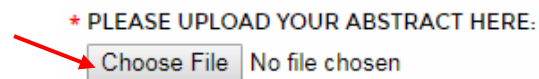
Tips for Converting Documents (.doc or .docx) to PDFs (.pdf)

- Open the document in Microsoft Word, click the File tab and click Save As
- In the File Name box, enter a name for the file (file names should be kept short and cannot include brackets, quotations or any special characters)
- In the Save As type list, choose PDF (*.pdf) and click Save

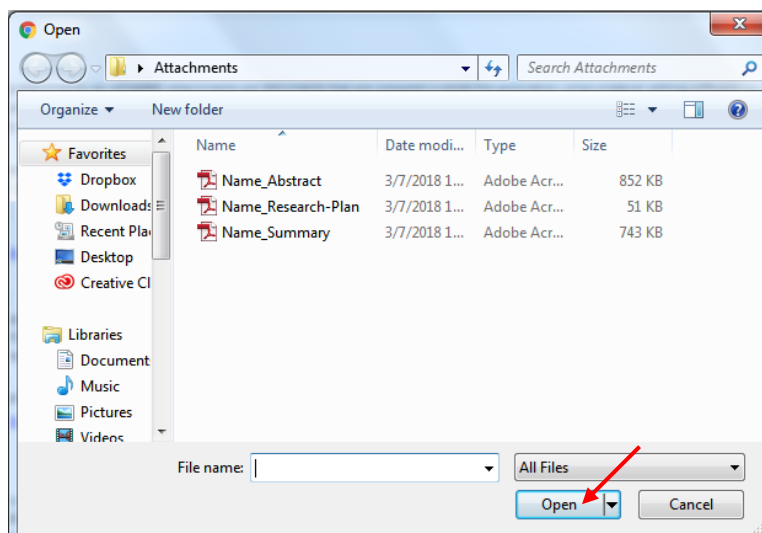
UPLOADING FILES

Sections that require separate attachments will have an active **Choose File** button. To upload a document, it must be in PDF format and all information for that particular section must be saved in one PDF file.

- (1) Click the **Choose File** button. A new window will open.



- (2) Locate the appropriate PDF file from your computer to upload. Once you have located the appropriate file, click the **Open** button.



(3) The file name of the document you uploaded should appear next to the **Choose File** button. There may be a delay, between when you upload your document and when the respective file is visible in *Reviewr*. The file should appear after you click **Save** and return to the page.

* PLEASE UPLOAD YOUR ABSTRACT HERE:

Choose File

No file chosen

[Name_Abstract.pdf uploaded.](#)



REMOVE FILE

EDITING YOUR SUBMISSION

You can save your application and edit it later using your login name and password until the **March 31, 2018 5:00 PM ET deadline**. Please make sure to click **Save** or **Submit** before exiting your application to ensure that all data is saved.

To edit your submission, please take the following steps:

- Login to your *Reviewr* account and click **Submission**.
- Click the blue **EDIT** button (top).
- Scroll through and make your revisions.
- Be sure to click **Save and Logout** OR **Submit** to save your revisions

QUESTIONS?

If you have technical questions about the *Reviewr* platform, please contact support@reviewr.com.

Questions regarding NAAF Research Grant Awards may be directed to Abby Ellison at abby@naaf.org.