Feeding Hope Fund
Grant Application Instructions

Format

Due to the fact that reviews will take place by multiple reviewers, and all will be conducted electronically, it is critical to ensure that your documents are easily transferrable without compromising formatting. For this reason, NEDA requires all application materials to be saved in PDF form prior to submission.

Failure to follow these requirements may lead to rejection of the application during agency validation or a delay in the review process.

File Name

Save all files with descriptive file names in the following format:
LastName_FeedingHopeFundApp_2013.pdf
Do not use any special characters (example: "&", "-", "*", "%", "/", and "#") or spacing in the file name, and for word separation use underscore in naming the attachments.

Paper Size and Page Margins

Use *standard paper size (8 ½" x 11)*.
Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins, including the PI's name and page numbers.

Page Formatting

Since a number of reviewers will be reviewing applications as an electronic document and not a paper version, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically. Use single spacing, 11 point font.
Please use your last name, with all pages sequentially numbered, in the footer.

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes

You may use a smaller type size (no smaller than 9 point) but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.

Grantsmanship

Use English and avoid jargon.
If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

Page Limits

Although many of the sections of this application are separate text (PDF) attachments, page limits referenced in these instructions and/or funding opportunity announcement must still be followed. Agency validations will include checks for page limits; applications found not to comply with the requirements may lead to rejection of the application during agency validation or delay in the review process.

Internet Web site addresses (URLs) may not be used to provide information necessary to the review because reviewers are under no obligation to view the Internet sites.

Applicants are prohibited from using an Appendix to circumvent page limitations in any section of the application for which a page limit applies.

Similar or Identical Applications

Identical, or essentially identical, grant applications submitted by different applicant organizations will not be accepted. Applicant organizations should ascertain and assure that the materials they are submitting on behalf of the principal investigator are the original work of the principal investigator and have not been used elsewhere.

Budget

A complete budget application must be submitted. The budget may not cover administrative fees or administrative travel, and indirect costs shall not exceed 10%. Covered costs include: research procedures, personnel costs, and participant compensation.

Late Materials

All materials must be submitted by the application deadline. Any materials submitted after the deadline will not be included in the review process.

Application Submission Timeline:

Grant Applications	Due July 15th
Review Process	Completed by October 15th
Decision letters	By November 1st

Review Process
- All applications will receive peer review by 3 reviewers from the Review Panel, comprised of the NEDA Research Advisory Council (RAC) and volunteer external reviewers who have specific areas of expertise. External reviewers will be invited by NEDA at the suggestion of RAC members.
- Reviewers will recuse themselves from review process if the applicant is affiliated with their home institution or if the reviewer has an active collaboration with the applicant.
- Reviewers will rate the application based on significance, relevance to the program's award mission (i.e., treatment development and dissemination), and candidate's academic/research strength. Final decision of grant awards will be made by the NEDA Board or NEDA Exec Committee, based upon recommendations from the Review Panel. Board members who serve on the Review Panel will be excluded from voting as part of the board. Anyone with affiliations to the grant applicants will also recuse themselves from the selection process.

Evaluation

The following factors will be considered in the evaluation of the application:

- Responsiveness to the intent of the announcement
- Novelty of the research
- Significance and Impact
- Feasibility of producing meaningful results within one year of the grant
- Scientific design
- Feasibility of meeting budgetary constraints
- Adequacy of proposed timeline and schedule of deliverables

Applicant investigators may not communicate directly with any review group member about an application either before or after the review. Failure to strictly observe this policy will create serious conflicts of interest in the peer review process. Please direct all questions to the Feeding Hope Fund Administrator at feedinghope@myneda.org