CLL SOCIETY

RESEARCH PROGRAM APPLICATION INSTRUCTIONS

To make the application process as efficient as possible, applicants are encouraged to read this document in its entirety and gather all necessary documents and information prior to beginning.

Creating a Username, Password, and Profile
All application materials should be submitted through *ProposalCentral* by the identified due date(s). Applicants who do not already have an account in *ProposalCentral* must register for an account prior to beginning the process. Once logged into *ProposalCentral*, search for CLL Society in the Grant Opportunities tab, and select the appropriate grant.

There are two phases of the application process: The Letter of Intent (LOI) Phase, and the Full Application Phase.

LOI and Full Applications will only be accepted during the open competition window(s) and will not be considered after the deadlines. Completed LOI's and Full Application materials must be <u>validated and signed</u> within *ProposalCentral* to ensure all required materials have been submitted.

Letters of Intent Phase
The LOI phase does not require any documents to be uploaded. For the LOI phase, applicants must log into the ProposalCentral's application portal, complete the demographic questions, and then provide the following information:
1) Describe how your proposal will address CLL Society's Research Program Objectives (in 100 words or less).
2) Provide a short summary of your proposal (in 150 words or less).

Letters of Intent will then be reviewed by members of CLL Society's Research Review Committee who will make final decision as to which submissions can be advanced to the next phase of the process (i.e., the Full Application Phase). ProposalCentral will notify all applicants of their status and whether they should proceed with next steps or not.

Full Application Phase
You will only be able to submit a full application if you have been notified that your LOI has been advanced to this phase.

Please note, templates for the Biosketch and the Application Narrative can be found in the "Section #1" tab while completing the Full Application phase within *ProposalCentral*. All required application documents **must be uploaded in pdf format**. Applicants are encouraged to gather the following documents prior to beginning the application process:

1. Biosketch (Template Provided-<u>must follow formatting requirements</u>. Do not exceed 5 pages, NIH style)
2. Preliminary Budget and Justification
3. Letter of Support from the Research Institution that details your anticipated career path
4. Application Narrative (Template Provided-<u>must follow formatting requirements</u>. **Please do not exceed 5 pages and <u>do not include references in this section</u>, or your application will not be accepted by ProposalCentral. See #6 for references**). The standard sections within the Application Narrative must include:
   a. Research Question, Hypothesis, and Specific Aims
   b. Background & Significance
   c. Experimental Approach (including methods, and potential problems and solutions)
   d. Innovation & Significance
   e. Applicant and Career Development Potential
   f. Research Timeline
   g. Statistical Plan
5. References Page (Citations) for Your Application Narrative (please do not include references within the Application Narrative document itself, but instead upload them as their own separate document/file).
6. A minimum of three Signed Letters of Reference (up to ten allowable), no more than one page each

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Descriptive Paragraphs

Be prepared to enter the following research project descriptions (each section with a maximum 500-word limit):

1. Lay Abstract
2. Summary that includes the research strategy, rationale, objectives, and methodology
3. Description of the potential long-term impact of the research project for those with CLL/SLL
4. How the proposal directly addresses the research program's four critical areas of unmet needs and the objectives of CLL Society's funding opportunity which can be found here.

Please see the detailed information provided on www.cllsociety.org under the "Researchers" section regarding the application deadline and other details about the funded opportunity. If there are additional questions, please email research@cllsociety.org.