



# RESEARCH PROGRAM APPLICATION INSTRUCTIONS

## Integrative Medicine Award

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 the application process.

### 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 then select the Young Investigator Award grant opportunity.

**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 within the key dates section that can be found [here](#). To be considered complete, LOI's and Full Application materials must be validated and signed within ProposalCentral to ensure all required materials have been submitted.

### Letter of Intent Phase

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 (in 100 words or less) how the project will directly address any of CLL Society's Research Program objectives **and/or** any of the areas of unmet need, which can both be found [here](#).
- 2) Provide a short summary of the proposal (in 150 words or less).
- 3) Biographical Sketch (NIH style template provided within ProposalCentral. Must follow formatting requirements, not to exceed 5 pages).

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

### Full Application Phase

Applicants will only be able to submit a full application after they have received notification of being advanced to this phase. All required application documents **must be uploaded in pdf format**. Applicants are encouraged to gather the following documentation prior to beginning the application process:

1. Application Narrative (Template Provided-must follow formatting requirements. Please do not exceed 5 pages and do not include references in this section, or the application will not be uploadable by ProposalCentral if it exceeds the page limit. See #2 for reference information). 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. Research Timeline
  - f. Statistical Plan
2. References Page (Citations) for the Application Narrative (please do not include references within the Application Narrative document itself, but instead upload them as their own separate document/file).
3. Preliminary Budget and Justification.
4. One Letter of Reference that is no more than one page in length.

## **Descriptive Paragraphs**

Be prepared to enter the following research project descriptions (each section with a maximum 2500-word limit for each section):

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. Describe how the project will directly address any of CLL Society's Research Program objectives **and/or** any of the areas of unmet need, which can both be found [here](#).

## **Additional Information**

Please see the detailed information provided within the researcher section on CLL Society's website located [here](#). The RFP, eligibility criteria, and key dates section for the Integrative Medicine Award can be found [here](#).

## **Technical Support and Questions**

If applicants or their designees are having difficulty logging into ProposalCentral or have any technical questions regarding how to enter the information required for either the letter of intent or full application phase, please contact the ProposalCentral technical support line directly at 1-800-875-2562 during normal business hours from 8:30-5:00 EST, Monday through Friday, or you can email questions to [pcsupport@altum.com](mailto:pcsupport@altum.com).

For non-technical inquiries that do not involve ProposalCentral, please email CLL Society's research staff directly via [research@cllsociety.org](mailto:research@cllsociety.org).