



RESEARCH PROGRAM APPLICATION INSTRUCTIONS

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

Creating Username, Password, and Profile

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

Applications will only be accepted during the open competition window and will not be considered after the deadline. The completed application must be validated and signed within *ProposalCentral* to ensure all required materials have been submitted. **To ensure the application was successfully submitted, confirm that the status of the application has changed to “Submitted.”**

Required Documents

Please note, templates for the Biosketch and the Application Narrative are included within section #1 of the application 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-must follow formatting requirements. Do not exceed 5 pages, NIH style)
2. Preliminary Budget and Justification
3. Curriculum Vitae
4. Letter of Support from the Research Institution that details the anticipated career path
5. Application Narrative (Template Provided-must follow formatting requirements. Please do not exceed 5 pages or your application will be administratively excluded). The standard sections within the application narrative template must include:
 - a. Research Question, Hypothesis, and Specific Aims
 - b. Background & Significance
 - c. Experimental Approach (including methods, and potential problems and solutions)
 - d. Approach
 - e. Innovation & Significance
 - f. Applicant and Career Development Potential
 - g. Research Timeline
 - h. Statistical Plan
6. A minimum of three Signed Letters of Reference (up to ten allowable), no more than one page each.

Prepared 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.