



National Kidney Foundation™
of Illinois

2022 Fellowship Research Grant

NKFI Fellowship Grant Program

The National Kidney Foundation of Illinois (NKFI) improves the health and well-being of people at risk for or affected by kidney disease through prevention, education and empowerment. In keeping with NKFI's mission, the Fellowship Research Grant program funds nephrology or transplant fellows who are participating in research projects that will increase the understanding of kidney and transplantation-related disease, and improve the clinical management and treatment or cure of these diseases.

Maximum Funding: \$75,000.00 each year for up to two years, up to \$150,000.00 total during the two-year period.

Research Grant Application Process:

- Application Submission Deadline: **January 31, 2022, by 5:00 PM CST**
- Notification of Award: **February 28, 2022**
- Funding Begins: **July 1, 2022**

Each recipient must submit a progress and financial report within the first year. Second year funding is contingent on a satisfactory progress report. A final progress and financial report must be submitted at the end of the second year.

Fellow Eligibility Requirements

This grant is designed for nephrology trainees who meet the following requirements:

- Must hold an MD, DO, PhD, or equivalent degree
- May not have completed more than three years of research training after the completion of MD or DO degree or equivalent, or eighteen months of postdoctoral research training after the PhD degree (at the time of the activation of the award)
- Cannot have or have had at any time a nephrology-related, urology-related, transplant-related or basic science faculty position at any academic institution
- Must complete research under the direction and mentorship of an academic faculty sponsor
- Must commit to a minimum of 75% time to research during the fellowship period
- Must be conducting research project at an accredited institution in Illinois
- Research project must be aimed at increasing the understanding of kidney and transplant-related diseases, and improve the clinical management and treatment or cure of these diseases

General Policies

215 W. Illinois St., Suite 1C | Chicago, IL 60654
T: (312) 321.1500 | F: (312) 321.1505

The NKFI Fellowship Research Grant provides each nephrology or transplant fellow with **\$75,000 per year for up to two years**. Funds may be used for salary support, project costs, and up to \$1,500 may be used for travel expenses to present research information. Recipients cannot hold another training grant or be included on an institutional training grant. Institutional support of the applicant sufficient to complete the project is permitted and expected.

I. **Progress, Final and Financial Reports**

1. Award funds are paid to the recipient's institution in bi-annual payments by mail. Each year of funding, after the first, is contingent upon receipt of a research progress report and a financial accounting of expenditures through the first 9 months of the grant. This report is due in the NKFI office within 30 days before the end of the first budget year.
2. A non-technical final report, written for a lay audience, must be filed with the NKFI no later than 60 days after the end of the entire funded period. A report from the investigator's fiscal office showing the final disposition of funds must be submitted at the same time. The format for these reports is devised by the investigator and the institution. All unexpended funds must be returned to the NKFI. Additional funds beyond the original award may not be requested for any reason. Please note that this report may be published in the NKFI public materials.

II. **Funding from Other Sources**

If support for the proposed project is obtained from other sources, the recipient must notify the NKFI immediately. Any funds awarded by the NKFI that remain unused will be withdrawn should funding be received for the same project from other sources.

III. **Change of Institution/Transfers**

Research Grant recipients may not transfer awards, in whole or part, between institutions without prior written approval by the NKFI

IV. **Extensions/Absences**

1. No-cost extensions must be requested in writing but are at the NKFI's discretion.
2. Unexpended first-year funds may be carried over to the final year of funding by written request.

V. **Publications**

Acknowledgement of support from the National Kidney Foundation of Illinois must be made when findings are reported, published or publicity is given to the work. Acknowledgement such as "Supported by a grant from the National Kidney Foundation of Illinois" is suggested. Two hard copies of any such publication should be sent to the NKFI Office. One PDF also should be e-mailed to research@nkfi.org.

VI. **Patents**

Awards are made with the understanding that the NKFI will receive written notification of the filing of any letters patent for any discovery made based on work funded by the NKFI.

VII. **Biological Substances**

The NKFI expects the sharing of biological substances, reagents, or other materials resulting from NKFI supported research. This will encourage optimal utilization of new technology by the research community.

VIII. **Cancellation/Termination**

When a funding recipient has failed to comply with terms and conditions of an award, the NKFI, at its sole discretion, may cancel/terminate the award. In the event that the NKFI determines that funds are not being used as approved, the NKFI may immediately terminate any further installments. The funding recipient may cancel/terminate the award in writing to NKFI. In the event of cancellation/termination by the NKFI or the recipient, unexpended funds must be returned to the NKFI.

The Review Process

As of 2015, the NKFI Professional Advisory Board (PAB) made the decision to move to the National Institutes of Health grant scoring system. In summary, the NIH grant application scoring system uses a 9-point scale for both overall impact scores and scores for individual review criteria. For both types of score, ratings are in whole numbers only (no decimal rating). NIH expects that score of 1 or 9 be used less frequently than the other scores. For the overall impact score, the scale is used by all eligible (without conflict of interest) SRG (Scientific Review Group) members/ PAB Research Review Committee members. Five (5) is considered an average score.

For criterion scores, the scale is used by the assigned reviewers to evaluate five individual criteria (Significance, Investigator(s), Innovation, Approach, and Environment). Reviewers will consider the strengths and weaknesses within each criterion. For example, a major strength may outweigh many minor and correctable weaknesses.

Please see [Grant Scoring System and Procedure Guidelines](#) for further details.

Fellowship Research Grant Funding and Stipulations

Each recipient must submit a progress and financial report by June 1st of the first year. Second year funding is contingent on a satisfactory progress report. A final progress and financial report must be submitted at the end of the second year.

Structure of the progress report should be no longer than 2 pages in length, include a current summary of the research project status (i.e., progress of the work toward completing the research objectives), important results and findings, a list of any publications related to the award, and the expected findings for the remaining grant period.

Each recipient may be called upon to give a short presentation at NKFI's annual professional events. If requested, recipients will be given prior notice and must attend.

Guidelines for Submission of Applications

All applications must be made on the NKFI forms available on the NKFI's website: www.nkfi.org. All funding request must be submitted in U.S. currency. NKFI requires that you submit the electronically as an attachment sent to research@nkfi.org. Applications received after the deadline will not be considered. Each application will be acknowledge by email in return.

Application

A complete application must contain the following documents:

1. Contact information and project title
 2. Applicant's Biosketch (using the NIH biosketch format)
 3. Sponsor's Biosketch (using the NIH biosketch format)
 4. Research Plan (using NKFI provided template)
 5. Letter of support from sponsor
 6. Letter of institutional support from division or department head providing proof that the applicant has permission to submit the application and detailing their support for the applicant
 7. Two additional letters of recommendation (submitted blindly)
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Award Notifications

Applicants will be notified by email regarding the status of their applications. **PLEASE DO NOT CALL TO REQUEST COMMENTS OR TO ASCERTAIN WHETHER OR NOT THE GRANT HAS BEEN FUNDED.** Notification for Research Grants will be sent by **February 28, 2022**. It is the responsibility of the Applicant to notify his/her institution of any NKFI Award.

Application Form Instructions

Please review the entire application form before completing.

A continuation page can be found at the end of the application. All applicants should reproduce as many continuation pages as necessary (copy/paste in place). Page numbering will be handled automatically by the software.

Please enter your full name within the header, so it appears on every page of the application. *Note: Enter your name as given name first, family name last (e.g. John Brown).*

All pages of this grant application are to be completed by all applicants. Failure to complete any part of the application will result in refusal of review.

Paper Size and Margins

- Use paper size no larger than standard letter paper size (8 ½" x 11").
- Provide at least one-half inch margins (top, bottom, left, and right) for all pages. No applicant-supplied information can appear in the margins.

Font (size, color, type density) and Line Spacing

Adherence to font size, type density, line spacing and text color requirements is necessary to ensure readability and fairness. Although font requirements apply to all attachments, they are most important and most heavily scrutinized in attachments with page limits.

Text in your attachments must follow these minimum requirements:

- Font size: Must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
- Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements.
- Type density: Must be no more than 15 characters per linear inch (including characters and spaces).
- Line spacing: Must be no more than six lines per vertical inch.
- Text color: No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.

Legibility is of paramount importance. Applications that include PDF attachments that do not conform to the minimum requirements listed above may be withdrawn from consideration.

Applicants must combine all requisite components of the application into one (1) PDF document, ordered and named in accordance with application instructions.

About the Application Form automation:

The application form has been designed to make filling out as convenient as possible. Please do not modify the underlying form structure. It is best to copy the application form and begin work on the copy.

NKFI cannot provide technical support for the Application Form. If you encounter problems, please contact your local technical support resources.

Grant Application Checklist

**** All forms must be completed according NIH standards and guidelines.**

1. Contact information and project title
2. Investigator Info
 - a. Applicant's Biosketch (using the NIH biosketch format) [max 5 pages]
3. Sponsor's Biosketch (using the NIH biosketch format) [max 5 pages]
4. Research Plan (using NKFI provided template)
 - a. Roadmap to Next Step in Research Career (max 2 pages)
 - b. Abstract (max 1/2 page)
 - c. Specific Aims (max 1 page)
 - d. Preliminary Work, Proposed Research Strategy and Potential Problems (3 pages max)
 - e. References (literature cited)
5. (If necessary) Resubmission Defense (max 1/2 page)
6. Letter of support from sponsor
7. Letter of institutional support from division or department head providing proof that the applicant has permission to submit the application and detailing support for applicant
8. Two additional letters of recommendation (submitted blindly)

Contact Information and Project Title

Date Submitted:			
Applicant:		Degree(s):	
Institution Name:			
Department:			
Division:			
Institution Address:			
Telephone:		Fax:	
Email Address:			
Title of Proposal:			
Proposed Project Start & End Date	Start:		End:
Sponsor:		Degree(s):	
Institution Name:			
Department:			
Division:			
Institution Address:			
Telephone:		Fax:	
Email Address:			
<i>Responsible Financial Officer to who funds should be sent, and who will keep a full account of disbursements:</i>			
Name:		Title:	
(please print)			
Institution Name:			
Address:		Telephone:	
		Fax:	
Signature		Email Address:	
CERTIFICATION:	We, the undersigned, certify that the information submitted is accurate and complete to the best of our knowledge and accept the terms and conditions of NKFI this application is funded.		
Signatures:	Applicant:		
	Sponsor:		
	Responsible Administrative Official:		

Applicant Biosketch: Please follow the outline below. Use [Continuation Pages](#) as needed.

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.*)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Start Date MM/YYYY	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement

B. Positions and Honors

C. Contributions to Science

D. Additional Information: Research Support and/or Scholastic Performance

YEAR	COURSE TITLE	GRADE

Sponsor Biosketch: Please follow the outline below. Use [Continuation Pages](#) as needed.

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement

B. Positions and Honors

C. Contributions to Science

D. Additional Information: Research Support and/or Scholastic Performance

Roadmap to Next Step in Research Career (2 page maximum)

Abstract (maximum half page)

Specific Aims (1 page maximum)

Preliminary Work, Proposed Research Strategy and Potential Problems (3 pages maximum)

References (e.g. cited literature)

Resubmission Defense (If applicable; half page maximum)

Letters of Support

1. Letter from Sponsor
2. Letter of institutional support from division or department head providing proof that the applicant has permission to submit the application and detailing support for the applicant:
 - a. The letter must provide assurance that the candidate:
 - i. Will devote at least 75% of his or her time to research
 - ii. Will use the award for independent investigation
 - iii. Will have appropriate laboratory or research space and access to necessary equipment
 - b. The letter should be signed on institutional letterhead
 - c. Letter documenting permission to submit application
 - d. The letter or document must provide proof that the applicant's institution is aware of the program guidelines and has approved submission of the application.
3. UP TO two (2) recommendations
 - a. Support letters should be written by persons familiar with the candidate's scientific interests and abilities.

Letters are submitted blindly through email.

Please direct your Sponsor, Institution, and Recommendations to submit letters to:

Email

research@nkfi.org

Subject Line: "Letter of Support for [Primary Investigator's First and Last Name]"