Rheumatology Research Foundation
Advancing Treatment | Finding Cures

INSTRUCTIONS FOR ALL AWARDS

ONLINE APPLICATION

All applications must be submitted through WizeHive. To begin the application process:

1. Go to Funding Opportunities
2. Select the award that is right for you.
3. Create an account with WizeHive on the individual award page, by following the online application link provided.

FORMAT

- Templates are available for download within each individual award.
- All files must be in Adobe PDF format and saved as **'.pdf' or '.doc'** files.
- Use 1/2 inch margins, Arial font and 11-point size, single-spacing (does not apply to figures and tables)
- The header of each page must contain the applicant's last name and first initial (formatted as Last name, First initial)
- Filenames should be named according to section (e.g., "ResearchPlan") and must not exceed 15 characters in length
- Specific page and character limits may be required for certain application components. See individual RFAs for details.
- Please note that at this time, the online system does not allow you to view or delete documents once they have been uploaded. However, if you upload the wrong file you can replace it.
- The Foundation does <u>not</u> require official signature from an authorized institutional research office at the time of application. However, many institutions require an application to be signed prior to submission. Please check with your research office for your institution's requirements.

GRANTSMANSHIP

- Read all the application instructions before beginning your application. If you have questions, contact Foundation staff immediately.
- All applications must be written in English, and you should avoid jargon and abbreviations.
- If terms are not universally known, spell out the term the first time it is used and note the appropriate acronym in parentheses. The acronym may be used thereafter.
- Be concise. Just because a certain number of characters are permitted does not mean they must be used!
- Have your mentor or mentoring committee review your application prior to submission.

AWARDS AND GRANTS POLICIES

All applicants and awardees are required to comply with the Foundation's Awards and Grants Policies (see Foundation Policies).

APPLICATION DEADLINE

All applications must be submitted by **5:00 PM ET** on the deadline day. Incomplete applications will not be accepted. It is the applicant's responsibility to review the application for completeness and errors, and to ensure that it adheres to all Foundation instructions. It is highly recommended that you begin preparing your application at least four (4) weeks prior to the grant submission deadline.

REVIEW OF APPLICATIONS

Applications will not be blinded for the review process. Any perception of conflict of interest for reviewers will be eliminated during this time. Only applications that are complete and received by the deadline will be reviewed.

NOTIFICATION AND FUNDING

Please see individual RFAs.

ADDITIONAL INFORMATION

For additional information concerning our awards and grants program please visit Funding Opportunities, or contact Foundation Awards and Grants staff by e-mail at Foundation@rheumatology.org or by phone at (404)365-1373.