

Sharpe-Strumia Research Foundation of the Bryn Mawr Hospital Instructions for Submission of Proposals

FORMAT

- Be sure to use the format indicated. Use Arial 11 or 12 font.
- Be sure to limit the pages of text to the requested number – 6 pages total for the text of the research plan (items a – e in the application form).
FAILURE TO ADHERE TO PAGE LIMITS WILL REDUCE THE LIKELIHOOD OF FUNDING.
- Limit Curriculum Vitae to salient points
- If the research involves human subjects, submit a sample informed consent form.

BUDGETS

- A detailed budget is required.
- The percent total effort of project presents the percent of the total workload of that person, not the percent effort of each person to add up to 100% total for the project. In other words, how much of your total professional time, considering patient care, teaching, administration, etc, will be devoted to this project?
- Be specific about what line items are for. For example, “administrative costs” is not acceptable.
- Travel costs should not be included; there is a separate policy, procedure, and budget for travel to meetings for presentations. More information is available from Louise Gethers.
- “Overhead” or “indirect” costs are not paid.

PLEASE BE AWARE OF THE SSRF INTELLECTUAL PROPERTY POLICY. YOU MUST AGREE TO THIS POLICY BEFORE ANY FUNDS CAN BE SPENT ON A PROJECT. THE POLICY IS AVAILABLE ON THE FOUNDATION WEBSITE AND FROM LOUISE GETHERS.

Additional information is available from Louise Gethers, Room 105, 1st floor H wing, Bryn Mawr Hospital, 484-337-4244, GethersL@MLHS.org