







Maryland Stem Cell Research Fund Frequently Asked Questions (Updated 11/29/11)

- 1.  How do I submit a Letter of Intent?**
 - Please read the instructions on the RFA and click on the link <http://submissions.marylandtedco.org/LOI> to submit. Please note that the deadline in November 14, at 11:59pm
- 2.  Is it true that the deadline for the full Application has been extended?**
 - Yes, due to Martin Luther King Day we have extended the deadline by one more day and full Applications submission are now by Tuesday, January 17 11:59pm. However we still encourage you to try and submit ahead of time to prevent from last minute mishap
- 3. Must I register with TEDCO Funds for every new proposal and/or RFA that I wish to submit a proposal for?**
 - A given individual should only register once to be eligible to apply for any RFA for which their institution (university or company) is eligible. Re-registration with TEDCO Funds leads to multiple applications under a single PI or confusion as to which version of a PI is associated with each proposal.
- 4. How do I register for TEDCO Funds?**
 - Go to <http://www.tedcofunds.org/Portal.asp> and click on “Create a new user account” – link in the column on the left (the second item listed). This will allow you to populate your contact information in our system and request a user id and password. The TEDCO Staff will respond to your request within 1 working day.
- 5. How do I apply?**
 - Click on “**TEDCO Funds Quick Application Checklist**” and read the User Manual for Stem Cells and then go to <http://www.tedcofunds.org/Portal.asp> login and start a new application according to the instructions.
- 6.  I am involved with two different projects as Principal Investigator (“PI”). Can I apply separately for both projects?**
 - No. An individual may only serve as the PI in one Application per year. However, you may participate as an additional investigator or collaborator in any number of Applications under the RFAs.
- 7.  If I submit two Applications for funding during the same fiscal year (for example one Exploratory and one for Investigator-Initiated) which one will be considered and reviewed?**
 - Due to the changes the Commission introduced this year (FY2012) in the RFAs, none of the applications will be considered and you will be disqualified from the review process.
- 8. Can a post-doc serve as PI in an exploratory grant?**

- The Principal Investigator (PI) is the individual, designated by the awardee, responsible for the scientific or technical aspects of the grant and for day-to-day management of the project or program. Each Applicant sets rules as to who may serve as PI for extramurally funded research programs. An authorized Principal Investigator at an Applicant may submit a proposal to the Maryland Stem Cell Research Fund. The MSCRF Scientific Review Committee will consider during peer review whether the Principal Investigator on a proposal has the appropriate qualifications to fulfill the role of PI.
- 9. I am a university research administrator and I registered to submit my PI's grant proposal. Can I submit on behalf of my PIs or do my PIs have to submit proposals themselves?**
- Administrators at the universities with the authority to submit grant proposals to extramural funding agencies are designated as Agency Authorized Officials in TEDCO Funds. Faculty and staff members who are not authorized to submit proposals are designated as Applicant Administrators. Applicant Administrators can create and edit proposals to the Stem Cell Research Fund in TEDCO Funds. Only Agency Authorized Officials may submit proposals. University research administrators may contact TEDCO to discuss alternate arrangements that are consistent with their existing policies. Companies must set their internal policies regarding appropriate roles for Principal Investigators / Project Directors.
There is also a designation within TEDCO Funds for Applicant Staff who may edit existing proposals to which they have been given access by their institution. Please contact TEDCO via email at MSCRFinfo@marylandtedco.org to designate specific individuals for any of these roles.
- 10. Do the Investigator-Initiated Grants and Exploratory Research Grants include indirect costs?**
- The limits for Investigator-Initiated Grants and for Exploratory Research Grants are for direct costs only. Facilities and Administrative costs (indirect costs), not to exceed fifteen percent (15%) of direct costs are also allowed.
- 11. Can a federal laboratory apply for a grant from the Maryland Stem Cell Research Fund?**
- Federal laboratories are **not eligible** to apply for Maryland Stem Cell Research Fund grants. However, a federal laboratory in Maryland may be a collaborator in a Maryland Stem Cell Research Fund project if the laboratory is in Maryland.
- 12. Are grants examining disease models in animal models (e.g., mice) along with human experiments allowed for this funding mechanism?**
- Grant proposals to the MSCRF must involve work on human stem cells. Tasks in support of a project exploring human stem cells may involve any scientifically appropriate tasks, including work on animal models.
- 13. For the budget requirements, there are two categories for Personnel and Fringe, one that ends with Fringe and another with Personnel. Does it matter which one we use?**
- The Personnel and Fringe Benefits category in the TEDCO Funds budget pages has two subcategories: Personnel and Fringe Benefits. The Personnel subcategory refers to salary expense for personnel. The Fringe Benefits category refers to fringe benefits for personnel and should be used to request funding for fringe benefits. Each entry should contain the information requested in the [TEDCO Funds Quick Application Checklist](#).
- 14. One of our principal investigators is considering using a university outside of Maryland to do some analysis for a project to be proposed to the Stem Cell Fund. The research would be done here, but the level of analysis that the outside**

university can provide would be very helpful. Can we do a subcontract with a university outside of Maryland using some MSCRF funding for this purpose?

- The RFA states that “collaborations with non-Maryland based organizations or persons may be allowable so long as the applicant can demonstrate that none of the MSCRF funding will be used for personnel costs outside the State of Maryland.” Personnel costs outside of MD are not eligible for MD stem cell funds. Non-personnel costs are eligible for MD funds. For example, rental of time on expensive core equipment outside of Maryland is eligible, but the cost of paying the personnel outside of Maryland who operate the equipment and conduct the analysis would not be eligible.

15. Should the attachments be in PDF or Word?

- Only PDF format is acceptable for TEDCO funds attachments! Furthermore, TEDCO funds server is running a Windows-based system and does not recognize the file type without a three letter extension. If you are using a Macintosh system you may rectify this problem by appending .pdf (for PDF documents) to the file name.

16. I am trying to add an Agency Authorized Official at my institution to the Application contact list in my proposal so they can access my proposal and submit it. I can see the Agency Authorized Official in the Master menu of Applicant Contacts but not in the dropdown list for "control access to application".

- This is normal. Agency Authorized Officials have access to all proposals from their institutions. Their names do not appear in the list of specific access permissions which can be set by a Principal Investigator / Project Director because of the general nature of their Security Access Level. As an Agency Administrator (i.e., PI) you only have access control authority for Agency Administrators and Agency Staff at your institution. Although your Agency Authorized Official does not show up in the list of Application Contacts on your proposal, this is not necessary to submit your proposal.

17. I have listed the Co-investigators and other support staff on the appropriate pages. Is there a need to attach the bio sketches? I have been unable to find such a page.

- Bio sketches for Co-investigators and other Key Personnel should be included in the Appendix. There is no need to include bio sketches of other personnel who are not key personnel. There is no mandatory format for bio sketches but the NIH format is acceptable.

18. If a researcher is writing up a grant application through a University in order to be hired by the University, what is the best way to explain they are only a co-investigator for administrative purposes and will be PI if the University wins the award?

- Each university has its own policies on who is authorized to submit grant proposals on behalf of the university. If a university allows a prospective faculty member to submit grants through the university then that person should make that fact clear in the Project Description and the research plan.

19. How should university Principal Investigators manage the internal review process for MSCRF proposals? Is it acceptable to use the NIH forms for page, budget pages, resources, and page 1 of the biosketches?

- TEDCO does not establish university policy regarding use of forms and internal processing of grant proposals. TEDCO Funds ensures that university policies are adhered to by allowing each university to designate Agency Authorized Officials who may submit proposals on behalf of the university. You should seek the guidance of your university research administration office. The face page, resource page and biosketch pages can be submitted in the NIH format if you prefer. The budget pages for TEDCO Funds are online and do not require an additional format.

- 20. Where should applicants list existing and pending grant support within the application form? Is this required or not?**
- Applicants should list existing and pending grant support in the Appendix.
- 21. Does TEDCO follow the NIH salary cap rule?**
- Yes.
- 22. Is it possible to put a short movie into either the PDF or its appendix? Our research involves some compelling time-lapse video microscopy and 3D confocal microscopy that is best presented with a short time-lapse.**
- You can not add a movie to the application, please add a link to a website that contains the movie.
- 23. Do we need to send a hard copy of the grant (PDF), in addition to the online submission? If yes, how many copies?**
- Only one copy is to be mailed to TEDCO, the hard copy will be used in the case of electronic malfunction only.
- 24. It appears that in the updated (10/18/11) FAQ list new questions that have been added and the number of questions has not changed. Have some questions been deleted?**
- In the process of answering new queries, the FAQ list has been updated and some questions have been consolidated to keep related information together. It is important to read the FAQ document in its entirety to get the most up to date information.
- 25. I am planning on submitting an Exploratory Research Grant and wish to know if collaboration with for-profit organizations includes only those Maryland-based. In other terms is it OK to include a collaboration with a company located outside Maryland?**
- You can collaborate with companies outside MD, however, funding cannot go for research outside MD and it will not create an advantage in the decision as we would like to advance the biotech in MD.
- 26. Is it true that only grants that are focused on regenerative medicine will be considered?**
- That is not true. Projects leading to advances in regenerative medicine will receive highest priority, but all applications will be considered.
- 27. We wish to resubmit a revised application to our MSCRF grant from last year. Will it go to the same reviewers, or does it go to fresh reviewers, and we should just submit it as if it is a new application?**
- The reviewers might be the same (if they will come back this year) but even if not you'll still have the extra pages to respond to the comments.
- 28. Can we submit an application with non-human stem cells?**
- No, we are limited by the Statute language that clearly says the cells must be "derived from human tissue".
- 29. What if you have a post-doc in mind, write the application, have it funded, but then between the application time, and the start date, the post-doc decides to pursue another opportunity? Can the PI identify a replacement for the post-doc, can the PI keep the grant?**
- No they cannot, the intended post-doc is the PI and evaluated on his/hers potential.

30. Does the postdoctoral fellow application have any requirement about the applicant's citizenship?

- No, Applicant's do not have to be citizens to apply.

31. Can I apply to the Fellowship Grant Program if I am currently supported by another grant?

- You would need two conditions: the first is that at the starting date of the Maryland Fellowship Grant starting date you will not be supported by another program. And two, that the Institute support letter will approve your starting date.