TEDCO Funds Quick Application Checklist

TEDCO Funds is an on-line proposal submission server for TEDCO seed stage funding programs. Information about the various active programs may be found on the TEDCO Web Site at: http://www.marylandtedco.org/programs/index.html

A TEDCO Authorized Applicant is a public or private entity that is eligible for one of the TEDCO funding programs. An Agency Authorized Official is an official of an Authorized Applicant who is authorized by the Applicant to create, edit and submit funding proposals to TEDCO programs. An Agency Authorized Official is typically either a senior university administrator authorized to submit applications for sponsored research or a senior company official authorized by the company to submit funding proposals.

Applicant Administrators are faculty or staff members of an Authorized Applicant who are authorized by the Applicant to create funding proposals and edit funding proposals which they have created but not to submit them. Applicant Staff members are staff members of an Authorized Applicant who are authorized by an Agency Authorized Official or an Applicant Administrator to edit proposals to which they have been assigned.
To submit an application for funding to TEDCO, an Agency Authorized Official or Applicant Administrator should follow the following steps:

1) Send a **letter of intent (add a link to the letter of Intent page)** to TEDCO

2) Log on to TEDCO Funds.
    a) If you are not already a TEDCO Funds user you will need to create a user account:
        i) Click on "Create a new user account"

        ii) Complete all the information requested and click on "register". Make sure to include your e-mail address.

        iii) You will be notified via e-mail when your registration has been authenticated. After you have received a confirmation message, you may submit proposals for any of TEDCO's active programs. Those users who are assigned as Agency Authorized Officials or Applicant Administrators are authorized to create new proposals.

3) After logging onto TEDCO Funds, from the "Initiate an Application" box in the upper right hand corner of the page, select the appropriate MSCRF award category from the drop down menu as the RFP for which you are applying. Click "Apply for a New Award" to continue. A pop up box might appear to confirm your new application. Click "ok" to continue to the introduction page. Once you have read the introductory page click "next" to begin the application.

4) On the "Application Program Component" Page, you will create the components of a MSCRF proposal. For each institution participating in the proposed research, there must be a separate Program Component. To create a Program Component, select a Program Type/Sub-Type from the drop-down menu on the "Program Components" Tab.

a) Select “Maryland Stem Cell Research Fund 2008(Primary Applicant)” to describe the effort at the institution/company at which the Principal Investigator has a primary appointment.
b) Select “Maryland Stem Cell Research Fund 2008(Collaborator) to describe the effort at secondary institutions, companies, or contractors that will collaborate on the research.

5) Give each program component a brief but descriptive title to identify it. The title should contain the name of the institution at which this component will be executed and the name of the Principal Investigator. Once the information is entered click “save” and “next’ to continue.

6) For the “Application Program Information” enter the project descriptive title, the

   a) Proposed period of support and the name of the Principal Investigator into the text boxes. You must click on Yes or No for Human Subjects Research to indicate whether Human Subjects will be included in the research. If you click yes, you must provide a Human Subjects Assurance No. You must also click

   b) Yes or No for Research Exempt (if the human subjects research is exempt from IRB review), Clinical Trial (if clinical trials are included in the proposed project) and NIH-defined Phase III Clinical Trial (if the study is part of an NIH-defined Phase III Clinical Trial). You must click on Yes or No for Vertebrate Animals to indicate whether research on vertebrate animals is included in the proposed project. If you click Yes, you must provide an IACUC Approval date and an Animal Welfare Assurance Number. Click “Save” to accept these values and click “next” to continue.

You are now ready to begin entering your specific application information

7) For the “Project Description-Technical” page state the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., relevance to the mission of the Maryland Stem Cell Research Fund). Describe concisely the research design and methods for achieving these goals. The description should be explicit and written to be understood by an expert in the field of stem cell research**. Do not include proprietary, confidential information or trade secrets in the description section. If the application is funded, the project description will be entered into a TEDCO database and will become public information.** You have the option of typing in your description or uploading your abstract. Click the “Browse” icon to find the document on your computer system, select the file, check the “I have uploaded my abstract” box, and then click “Save” and “Next” to continue to the next page.

8) For the “Project Description – Non Technical” page Summarize the proposed research, explaining in plain, lay language how the research will contribute to accomplishment of the goals of this RFA. Again, **do not include proprietary, confidential information or trade secrets in the description section. If the application is funded, the project description will be entered into a TEDCO database and will become public information.** You have the option of typing in

your description or uploading your abstract. Click the “Browse” icon to find the document on your computer system, select the file, check the “I have uploaded my abstract” box, and then click “Save” and “Next” to continue.

9) For the “Key Personnel” page enter the name, organization/ institute, and the project role for each key personnel. In essence, Key Personnel are defined as individuals in addition to the PI who contribute to the scientific development or execution of the project in a substantive, measurable way, whether or not salaries are requested. Once the information is entered, click “save” and “next” to continue to the next page.

10) For the “Other Significant Contributors” page enter the name, organization/ institute, and the project role for each significant contributor. In essence significant contributors are individuals who have committed to contribute to the scientific development or execution of the project, but **are not** committing any specified measurable effort (in person months) to the project. Once the information is entered, click “save” and “next” to continue to the next page.

11) For the “Translational Potential and Plan” page provide an explanation of the translation potential and/or plan of the proposed research. Translation potential means the relevance and potential utility of the research (including basic research) for clinical applications. A translation plan means the anticipated process for accomplishing such clinical applications. Click the “browse” icon located at the bottom of the page to upload a document containing the plan not exceeding 3,000 characters. Once the document is uploaded, click “Save” and then click “Next” to continue.

12) For the “Research Plan” page, click the “browse” icon located at the bottom of the page to upload a copy of your Research Plan, including specific aims, background and significance, preliminary studies, research design and methods as well as the summary budget and budget justification. This section must be limited to 15 pages. Once the document is uploaded, click “save” and then “next” to continue to the next page.

13) For the “Appendices” page, click the “browse” icon located at the bottom of the page to upload a copy of your Appendix .This document shall not exceed an additional twenty-five (25) pages, including tables and figures. Once the document is uploaded, click “save” and then “next” to continue to the next page.

14) To fill out the “Budget Overview” page, click on the “Budget Overview” link to your proposal in the Application Forms list.

    a) Select the program component for which you will be making budget entries. For each member of a consortium there must be a separate program component and a specific line item budget for that component.

    b) To add a budget item, choose the “Add Budget Item” tab
        i) Choose one of the “Appropriate Budget Categories” from the drop down menu.
        ii) Provide a brief description and additional detail as needed in the boxes provided. Note that for one year proposals

only one year of budget information is allowed. For three year proposals there must be an entry for at least one of the three years. If no entry is put in any year box, the budget for that item for that year will be set to zero.

iii) When all fields have been filled in, click on the Save button.

iv) Repeat as necessary

c) Please be specific about entries included under Other Direct Costs. Use multiple line items as necessary for costs unrelated to one another.

d) You may review your entries by clicking on the “Budget Summary” tab. This will also allow review of the Program Component Budget.

Once the “Budget Overview “page is completed, go back to the budget detail tab and click “next” to continue.

15) If you have and “Application Error” page, and all of the required forms have been filled out and the complete proposal attached, click on the “Error” link and correct any errors before attempting to submit your proposal.

16) When all errors have been corrected, the proposal is ready for submission. please contact your Sponsor Research Office so they can submit this Application. Only an Agency Authorized Official may submit the proposal on behalf of the applicant. The Agency Authorized Official should click the “Submit Proposal” button just below the “Logout and Help” buttons on the top menu bar. You will be directed to a certification page where you will be required to agree with the following statements:

I, [Applicant Authorized Official], am submitting this Application on behalf of [Applicant]. The information submitted in this Application is true and correct to the best of my knowledge. If you have not received permission to submit this Application on behalf of [Applicant], you should return to the Main Menu and obtain permission before submitting this Application. You will be required to click on the button labeled “I Agree” in order to submit the application. Clicking on Cancel will return to the Application Menu page. Once you click on “I Agree” you will no longer have the ability to edit the application.

17) Once you click on “I Agree” you will be directed to a Confirmation of Application Submission page. You should print out a copy of this page for your records. TEDCO will then enter the proposal into the Maryland Stem Cell Research Fund proposal review process. The Agency Authorized Official will be notified once a decision has been made.