

Hevolution Foundation Geroscience in Latin America (HF-GLA) Program

Instructions for Proposal

Hevolution Foundation Geroscience in Latin America (HF-GLA) is a new pilot initiative that seeks to expand Hevolution's effort to support research in Aging Biology and Geroscience across multiple geographies. This initiative is driven by Hevolution's mandate of advancing basic aging research into translation (geroscience). The HF-GLA will fund groundbreaking research that promises major advancements in the fields of Aging Biology and Geroscience. Funding will be made available to independent investigators with labs in Latin American countries and proposals of the highest scientific merit.

Complete proposals must be submitted **by the Authorized Organization Representative (AOR)** through Proposal Central by **October 7th, 2024, at 5:00 PM ET**. Proposals submitted directly by researchers, **without a Signing Official (SO)/Authorized Organization Representative (AOR) endorsement will not be accepted.**

Application Instructions

To submit your full proposal, the **Principal Investigator (PI) needs to have an account in Proposal Central**. Search for Hevolution-GLA or HF-GLA under the 'Grant Opportunities' tab to start. If the PI does not have an account, please follow these steps:

1. Go to [Proposal Central](#)
2. Click on 'Need an Account?'
3. Provide the **Signing Official (SO)/Authorized Organization Representative (AOR)** name, email address, and security information
4. Agree with terms and policy
5. Submit and wait for the account to be activated. This could take between 24-48 hours.

Applications must be written in English and adhere to the provided [guidelines](#). Incomplete or non-compliant applications will not be reviewed. There are 14 sections that must be completed as described below.

1. **Title Page** (Project title and Information on the proposal, PI, MPI, and Subaward, if applicable)
2. **Download Templates & Instructions.** Biosketches are up to 5 pages. Please use the provided template for the applicant's, Co-I's, and/or collaborator's biosketch and include the requested information, such as Name, Current Position, Education / Training, Past Positions, Main Achievements Relevant to the Proposed Research (papers, patents, any other trackable achievements), Your Top 5 Publications, Current Active and Pending Funding, Past Funding, Career-Related Awards. Furthermore, this section includes guidelines on the use of rodents or human subjects in research, the Request for Applications (RFA), Instructions and FAQs.
3. **Enable other Users to Access this Proposal:** To enable the PI, Co-PI, Co-I, collaborator, department, or grants administrators/AOR to receive system notifications, add them with at least "View" access below and check the box "Auto Notify".
4. **Principal Investigator (PI) Information:** Only the contact PI information should be provided here. Other multiple PIs (Co-PIs) and Co-Is should be added to the Key Personnel Section.

5. **Organization/Institution & Contacts:** Only the contact PI institution's information, such as the names and email addresses of the institution's SO/AOR, should be provided here.
6. **Key Personnel Information:** People who are essential to carrying out the work of a project, typically those responsible for the design, conduct, and reporting of the research. Other Multiple PIs (Co-PIs) and Co-Is (if applicable) should be listed here as well.
7. **Abstract and Keywords:** Provide a summary of your research proposal. Include up to five keywords associated with your research.
8. **Budget:** Hevolution provides support for a maximum time (4 years) and a maximum budget allowance (up to \$ 30,000 or \$ 50,000 direct costs/year depending on the region the research is conducted in). Applicants with laboratories located in Argentina, Brazil, Mexico, Chile, or Uruguay can request up to \$ 50,000/year, all other Latin American countries can request up to \$ 30,000/year for direct cost. PI, MPI, & Co-I's can only request up to 10% of their base salary in additional salary support. Equipment costing up to \$ 10,000 (the sum of all equipment costs requested in the application), and travel costs up to \$ 2,500 per year can be requested. Graduate Student tuition or tuition remission are not allowed. Overhead/indirect costs of up to 8% of the total direct cost of the grant can be requested. However, when calculating indirect costs, do not include sub-award total costs and equipment costs.
9. **Budget Summary and Justification:** Justification of personnel costs, supplies, equipment, and travel, if applicable, should be provided here.
10. **Human Subjects/Animal Subject Research Assurances**
11. **Application Attachments:**
 - a. **Available Resources (no page limit):** Briefly describe how the proposed studies will benefit from unique features of the scientific environment (Institutional and Departmental resources), administrative support, support for research and scholarly activities, facilities, and other resources.
 - b. **Biosketch(es) for key personnel (up to 5 pages per biosketch):** The biosketch must include past, current, and pending funding. For current and pending funding, be sure to include project titles, your role on the project, source of funds, period of support, and dollar amounts. Briefly summarize the research aims and note any potential scientific overlap.
 - c. **Letters of Support (no page limit):** Submit letters of support or collaboration only for those people that are relevant to your work and will assure that your collaborations and institutional commitments are established and formalized. Please include letters of support from your institution (confirming your independent status), and if applicable, letters from your co-investigators, collaborators, and other significant contributors. If you do not have any letters of support, please upload a word or PDF document stating no letters of support are provided.
 - d. **Specific Aims (up to 1 page):** Describe the rationale and the hypothesis to be tested.
 - e. **Narrative or Experimental Approach (up to 5 pages, including milestones and figures):** Include potential outcomes, their impact on aging, potential pitfalls, and alternative approaches. Include a section that describes, when applicable, sample size calculations, the rationale for age groups, gender, statistical methods, design, etc. For human subjects/animal subjects research assurance, please detail the model(s) to be used and whether you plan to request approvals from the relevant committee(s) in advance of the start date of the project. Please include a timeline and annual milestones detailing when a specific aim can be completed. This timeline will be used by Hevolution to assess research progress. Obtaining institutional assurance approval (IACUC, IRB, or equivalent) is a prerequisite for funding allocation.
 - f. **Bibliography (no page limit)**
 - g. **Additional Attachments to be uploaded:** Multiple PI Plan (if applicable)
12. **Required e-signatures and print application**

13. Validate: This section allows you to check if any sections are missing

14. Submission

Page Limitation

The total page limit for the research plan, which includes the specific aims (up to 1 page) and narrative or the experimental approach (up to 5 pages), is **in total 6 pages**. This will be strictly enforced. Please use **Calibri 11 font**, with **0.5" (1.27 cm)** margins and letter page format of **8.5 x 11" (27.94 x 21.59 cm)** for all documents with a page limit. **Hyperlinks are not allowed.**

Other Information

Multiple PIs/Co-PI are allowed as long as they also meet all eligibility criteria. Co-Investigators (Co-Is) must meet HF-GLA country/region eligibility criteria. Nonetheless, the award will go to the primary institution, where a substantial proportion of the work (at least 60%) must be conducted, including appropriate oversight of all matters related to the grant (scientific, programmatic, and financial).

Each PI (contact PI) can submit only one proposal to the HF-GLA program.

Primary institutions must meet HF-GLA country/region eligibility criteria.

Application Due Dates

Open submission for full proposal will be available in Proposal Central starting on **July 8th, 2024**. Proposals must be submitted using Proposal Central no later than **October 7th, 2024, at 5:00 PM ET**. **This will be strictly enforced, and no late submissions will be accepted.**

Peer Review and Selection Process

An external Scientific Review Panel will evaluate applications for their scientific and technical merit, and feasibility. Hevolution Foundation regards confidentiality as a crucial aspect of review; a disclosure agreement of confidentiality will protect the information and content of grant applications, and Hevolution will care to prevent disclosure to others. Principal Investigators of selected projects may contact Hevolution Foundation (Hevolutiongrants@afar.org.) if they want to disclose any conflicts with potential reviewers.

Principal Investigators will be informed of the decision within a month after review. Proposals not deemed meritorious by the review panel and Hevolution will receive a rejection email. **No written feedback will be shared, and funding decisions are final and cannot be appealed.**

Subaward

If you are planning to have a subaward, please remember that a subawardee cannot create its own subaward agreement with a third party. Nevertheless, subawardees can use collaborators and/or consultants. The subaward budget must follow the same criteria described for the primary institution described above. Furthermore, if the application selected for funding uses a subaward to complete part of the project, the institution must confirm it will maintain all internal controls over the subaward/s for the duration of the subaward agreement.

Reporting

Recipients will be required to submit an Annual Research Progress Report via their signing official (SO) or their authorized organization representative (AOR) at least 45 days before the end of each budget period (format to be provided at a later date) using Proposal Central. Continuation of the award beyond the first year will be upon approval of research progress assessed by the foundation based on the timeline and annual achievements as submitted by the recipient. Final reports (research and financial) must be submitted within 90 days after the project period's end date.

Anticipated Announcement and Award Dates

It is expected that funding decisions and award dates will be made in quarter 1 of 2025.

Please direct all questions about this full-proposal request to Hevolutiongrants@afar.org.