



The Morton Cure Paralysis Fund

That All May Walk Again

Continuation Application Guidelines

Submit the original hardcopy of the application and all supporting documents using a binding clip. Also send one electronic copy via e-mail to [:info@mcpf.org](mailto:info@mcpf.org). These guidelines are similar to those followed for your original application, except for the narrative (#8 below).

1. **Applicant information** (page 1)
 - a. Principal investigator: Name of principal investigator, degree, title, host institution, address, phone and fax numbers, email address. Name of co-investigator, if any, title and degree
 - b. Check one to indicate career level of applicant

2. **Proposal information** (page 1)
 - a. Title of research (retained from first year)
 - b. Proposal hypothesis: Clearly state the working hypothesis
 - c. Key words: Five key words of the proposal
 - d. Amount requested: Stipulate the exact amount of first year award, the requested amount for year two, and the total award (carried forward from first-year award letter)

3. **Institutional information** (page 1)
 - a. Contract officer: Person at host institution responsible for administering the contract; include title, address, phone and fax numbers, email address
 - b. Fiscal officer: Person within host institution responsible for fiscal reports; include title, address, phone and fax numbers, email address
 - c. Checks payable to: What entity?
 - d. Address for mailing payments: Person and address to which payments should be mailed.

4. **Budget** (page 2)

Provide both the amounts requested and justification of requests for each of the following:

- a. Personnel: Although the MCPF discourages requests for salary, if you are requesting salary, indicate name, title, percent of time on project, salary request, and fringe benefit request. Even if funding to support the PI's salary is not being requested, **indicate the percent of the PI's time** to be devoted to the research activity for which funds are being requested from the MCPF
- b. Equipment: Attach (as Page 2a) justification for any proposed equipment purchases over \$2,500
- c. Travel: Describe proposed use of travel funds
- d. Animals and supplies: Itemize purchases over \$1,000; justify non-obvious expenditures
- e. Other: Itemize proposed expenses over \$1,000; justify non-obvious expenditures
- f. Total direct expenses: total of 2a through 2e
- g. Indirect: maximum allowable is 10% of direct expenses
- h. TOTAL FUNDS REQUESTED: total of 2f and 2g (not to exceed more than \$75,000 total).

5. **Other Support** (page 3)

Please provide all other possible sources of support including private foundations, federal agencies, corporations and/or other. If application is for a post-doctoral fellowship, indicate financial status of the sponsor.

6. **Non-technical Abstract** (page 4 of the application)

Lay readers constitute the target audience for this section of the application; thus, it should avoid technical detail. Define your terms, as well as expected results; be sure to include a description of the coming year's activities. (1/2 page)

7. **Relationship to MCPF Priorities** (page 4 of the application)

Describe briefly and in lay language all salient points described in pages 1-2 of the research program guidelines (1/2 page).

8. **Narrative** (begin pagination of the narrative with page 5) **Five pages (5) maximum (12 point type)**, addressing the following areas:

- Specific aims, summarized from the original proposal
- Overall summary of progress made during the contract period
- Preliminary data, and discussion
- Problems encountered in this report period
- Changes in research plan

➤ Work plan for the second year of the project

➤ List of publications emerging from this research, including those in preparation. If none, describe how you intend to share the results of your research with others in the field.

9. **Curriculum Vitae**

Include only CVs for key personnel hired during this contract period.

10. **Publications**

Include abstracts and publications (10 sets), even in preliminary form, that have been developed in this contract period that are relevant to the MCPF-supported work.