Pilot Funding Opportunity
Primary and Secondary Prevention of Eating Disorders

Letter of Intent Due: June 1, 2018 at 5:00pm EDT

FREQUENTLY ASKED QUESTIONS (FAQ)

Q: Are investigators who do not have a Harvard University appointment, or are based at institutions not affiliated with Harvard, eligible to submit a Letter of Intent (LOI)?
A: Not as PI. The PI must hold a Harvard University appointment (see next FAQ for details). However, co-investigators (Co-Is) can be from any institution. If you are a Harvard PI working with a Co-I from an outside institution, please justify how the external expertise adds value to the project.

Q: If I or my research team members did not attend the Harvard Catalyst 2018 Eating Disorders and Health Disparities Symposium on 4/30/2018, am I still eligible to submit a Letter of Intent (LOI)?
A: Yes, you are still eligible. Prior to submitting your LOI, you will need to contact Ruslan Nikitin (Ruslan_Nikitin@hms.harvard.edu or 617-998-6815) to discuss your intent to apply for this funding opportunity.

Q: Who is eligible to be a PI?
A: Any faculty member who holds a Harvard University appointment as assistant professor, associate professor, or professor, irrespective of type of degree or institutional affiliation, is eligible to serve as the PI. Investigators who hold appointments such as lecturer, instructor, or research scientist/associate are eligible to apply as PI if approved by and with the support of their department chair/division chief. Investigators at these ranks must provide a letter, in the full application (not the LOI), from their department chair/division chief, as appropriate, verifying their appointment title and status at Harvard and departmental/divisional support of the application.

Q. Who is eligible to be a Co-I?
A: A Co-I is a substantial contributor who helps conceive of the research idea, contributes to the intellectual development of the project, and/or designs the study or part thereof (e.g., scientific or technical details), and will be involved in the study throughout the funding year. Co-Is can be from any institution, however if you are a working with a Co-I from an outside institution, please provide justification of how the external expertise adds to the project.

Although trainees (e.g. students, clinical trainees, post-doctoral fellows, clinical fellows) visiting and adjunct faculty cannot serve as the PI on an application, they may serve as Co-Is if they make a substantial contribution to the project.
Q: Is there an optimal number of Co-Is that should be involved with a project?
A: At least one Co-I is required, but there is not an optimal number of Co-Is that should be involved. There is no limit to the number of Co-Is that may be listed. Single-investigator projects are not responsive to this RFA.

Q: I am submitting an application on behalf of the principal investigator (PI); will he/she be notified?
A: All email notifications will be sent to the submitter and the PI. All access to the application in Apply Hub is limited to the submitter. The submitter will need to work with the PI to keep him/her apprised of the status.

Q: Can researchers submit more than one LOI?
A: Researchers may submit only one LOI as PI. Researchers may be listed as a Co-I on multiple LOIs.

Q: What is the review process?
A: LOI applications submitted by 5:00pm EDT on June 1, 2018, with all required documents, will undergo an administrative review and a scientific review by Harvard Catalyst Review Panel.

Those deemed most responsive and with high impact potential will be required to attend a Community Engagement Studio; a 45-minute meeting to be scheduled between July 2 – July 25, 2018. PIs or other team members are invited to provide a ~12-15 minute presentation about their project to a panel of community members with expertise and interest in the topic of prevention of eating disorders or disordered eating. Community panelists may include school administrators, social workers, students, teachers, parents, and leaders in public health agencies and organizations. Panelists will provide feedback about the importance of the research question, study design, recruitment and data collection plan (if applicable), and dissemination plan. Pilot grant applicants will receive a templated slide deck to assist with their presentation development. The PI (or, in exceptional cases, another member of the team with permission of Harvard Catalyst) is required to attend and present at the Community Engagement Studio. Teams unable to send a representative will not be invited to submit a full application for funding consideration. Applicants are encouraged to incorporate relevant feedback from community panelists in their full proposal.

Applicants will receive instructions on how to prepare for Community Engagement Studio on June 29, 2018.

Following the Community Engagement Studio session, eligible applicants will receive information via email describing how to submit full applications. As a reminder, the full application process will include submission of the standard administrative grant application documents.

Q: Is a budget required to be submitted with the LOI?
A: No, budgets need only be submitted with full proposals.

Q: I have additional questions or need clarification. Whom should I contact?
A: All inquiries related to the application process, eligibility, and/or scientific research areas should be directed to Ruslan Nikitin, Program Manager, Harvard Catalyst (617-998-6815); grants@catalyst.harvard.edu.

Inquiries related to financial or grants management areas should be directed to Lucy Kolessin, Director of Finance and Research Administration, Harvard Catalyst (617-998-6817); lucy_kolessin@hms.harvard.edu.