

**Max and Minnie Tomerlin Voelcker Fund Request for Proposals on Basic and Translations Research to Prevent or Cure Cancer, Arthritis, Heart Disease, Muscular Dystrophy, Retinitis and/or Macular Degeneration**

**Instructions for Submission of Young Investigator Award Applications**

There is a two-step application process. For each step of the process, applicants should submit their applications to the address provided on the Front page of the application form via emailed PDF of complete application to [emilyliljenwall@gmail.com](mailto:emilyliljenwall@gmail.com). If the document is too large to be emailed, please submit in multiple emails.

Applicants are strongly encouraged to review their PDF files prior to submission. It is the applicant's responsibility to ensure that all materials to be included in both Step One and Step Two of the application process have been properly converted and inserted into the PDF file.

Application forms for Step One and Step Two for the Max and Minnie Tomerlin Voelcker Young Investigator Award are available at [www.voelckerfund.org](http://www.voelckerfund.org) under Grant Seekers. You must fill in all the requested information. Instructions for completing each section of the pertinent application forms including the page limits, font size, margin and format of biosketches are embedded in the Step-One and Step-Two application forms.

The Max and Minnie Tomerlin Voelcker Young Investigator Award Program is open only to faculty at the following institutions:

- San Antonio Children's Hospital of San Antonio
- St. Mary's University, San Antonio, Texas
- Texas Biomedical Research Institute, San Antonio, Texas
- The Retina Foundation of the Southwest, Dallas, Texas
- The University of Texas Health Science Center, San Antonio, Texas
- The University of Texas, San Antonio, Texas
- Trinity University, San Antonio, Texas
- The University of Texas Rio Grande Valley, Edinburg, Texas
- University of Incarnate Word, San Antonio, Texas

The grant receiving organization accepting and administering the award must be a public charity exempt from federal income taxation described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

**Step-One Pre-proposal applications are due by 4:00pm CST on December 6, 2024**

**Step-Two Proposal applications are due by 4:00pm on March 7, 2025**

**Answers to Frequently Asked Questions**

**How rigid is the date for submitting Step One or Step-Two Applications?**

*Step-One applications will **NOT** be accepted after December 6, 2024 and Step-Two applications will **NOT** be accepted after March 7, 2025.*

**How serious are you about the page limits for the research descriptions and the application?**

*Applications not following the page limits and other instructions will not be considered.*

**What level of assistant professor is eligible for the Young Investigator award?**

*Any level of assistant professor is eligible. If your title is different but your position is still truly equivalent to an assistant professorship, you are eligible for the award. While any faculty member with an appointment as a tenure track Assistant Professor or the equivalent is eligible to apply, in most cases preference will be given to individuals who are no more than 15 years post their Ph.D. or M.D. degrees.*

**I am in the process of applying for permanent residency in the United States. Am I eligible for this award?**

*No. Application candidates must have their Agreeen card@ in hand or their current passport stamped with a red I-551 stamp.*

**I have applied for permanent residency in the United States but have not received my Green Card. Am I eligible for this award?**

*Only if your current passport is stamped with a red I-551 stamp are you eligible for this award.*

**I do not have a tenure track position. Am I eligible for the Young Investigator award?**

*Possibly. Exceptions are made particularly for departments/institutions that do not offer tenure to anyone at any level, a common situation in clinical departments at many universities. Applications from institutions that do not offer tenure must demonstrate a strong institutional commitment, which should be stated in the department head's letter.*

**Can I spend less than 50% time on research and still be eligible for the award?**

*In order to develop an independent, well-funded research career, it is usually essential to spend 50% of the time or more conducting research. Thus, Voelcker Fund Young Investigator Award recipients are expected to spend at least 50% of their time conducting research. This can include all the time the applicant spends on research, not just work on the proposed Voelcker funded research. In rare cases, exceptions might be made. For example, in one instance a surgeon was allowed to spend 40% effort on research because of his surgical responsibilities.*

**Should budget information be included in the Step One Application, and will indirect costs be allowed in the final budget request?**

*Budget details are not required for the Step One Application. However, applicants should propose research that can be completed within the maximum cost and time (\$450,000 over three years) of the Young Investigator Award. A full budget and a budget justification will be requested in Step-Two.*

**Will indirect costs be allowed in the final budget request?**

*No indirect costs may be charged against the grant, but the grant will provide a 10% administration fee for researcher's home institution.*

**Will all the Voelcker Fund Young Investigator Award grants that are funded be funded for the maximum dollar amount and time period - \$450,000 over 3 years?**

*Not necessarily. In the past, the Voelcker Fund has occasionally provided one-year \$100,000 planning grants to a few Young Investigator Award applicants who did not receive a 3-year \$450,000 award. Investigators receiving one-year pilot awards can reapply the following year for a 3-year \$350,000 grant, assuming they still meet the Young Investigator eligibility criteria.*

**Should I include references in the Step-One application project description that is only 2-pages in length, and can I use abbreviations?**

*References are not required in Step-One, but, if desired, a few references can be included as footnotes in 9 point font. Abbreviations should be limited and, if used, defined in the text.*

**I have two mentors. Can my mentors both write a letter of support?**

*If you have multiple mentors, you may use one of the following options: Have your mentors write a joint letter; have two mentors each write a one-page letter; or select one mentor to write a two-page letter. Whichever option you choose, the total number of pages devoted to mentor letters must not exceed two.*

**Are grantees permitted to have other simultaneous funding for example from the National Institutes of Health or another foundation?**

*Yes, but the research goals and specific aims of the Voelcker Fund grant proposal should not overlap with existing grant awards that you have received. This needs to be made clear in the Step-Two application.*

**I received a Pilot Award in the prior year. Do I have to reapply for a Young Investigator Award?**

*Yes, a Pilot Award recipient will need to apply for a Young Investigator Award. If selected as a Young Investigator, the 3 year award will be reduced by the amount of the Pilot Award previously received. Please adjust your budget accordingly.*

**When will Step-One applicants be notified that they are invited to proceed to Step-Two of the selection process? Will Step One applicants receive any critiques or detailed feedback on their preproposals?**

*No critiques or detailed feedback will be provided to Step-One applicants. Step One applicants will be notified by January 17, 2025 if they were invited to submit Step-Two applications.*