

Lesbian Health Fund Grant Application

Applications are required to include the following information, uploaded in the following separate files:

- [Cover page](#) (item 1)
- Grant Proposal (items 2 - 9)
- Resubmission letter, if applicable (this is part of Grant Proposal, item 5, but we request it be additionally submitted as a separate file)
- Specific Aims (this is part of Grant Proposal, item 6, but we request it be additionally submitted as a separate file for review purposes)
- CV(s) or biosketch(es) (item 10)
- Evidence of the primary institution or organization's tax-exempt status (item 11)

1. **Cover Page:** Please complete [this cover page](#). An institutional face page is acceptable in place of this cover page, provided that it includes all the information contained on the cover page.
2. **Table of Contents:** Please include a table of contents that corresponds to all page numbers for the sections below.
3. **Project Narrative/Impact Statement**
 - Style: Three sentences
 - Content: A concise statement using plain language understandable by a general audience of why the project is important and the impact it will have on the health and wellbeing of LGBTQ+ women and girls
 - This project narrative will be made available to the public if awarded funding, as well as for other related press releases.
4. **Positionality/Reflexivity Statement**
 - Style: 150 words
 - Content: Describe how the PI/PIs' positionalities (identities and/or experiences) inform (support and/or bias) the proposed research. Include a statement on the PI/PIs' competency to work with the study population and any practices or ways the PI/PIs plan to overcome any limitations.
 - Resources
 - [Brief \(2 ½ min\) video on how identities shape inquiry](#)
 - [Brief \(2 min\) video on awareness strategies](#)

5. Resubmission Letter, if applicable

- LHF grant resubmissions must include a one-page letter responding to the prior reviewer's concerns. See details for this [letter here](#).

6. Research Proposal

- Style: Maximum of five pages (1-page specific aims, 4-pages research proposal), single-spaced, with a minimum text font of 12 points. Margins must not be smaller than 0.5 on any side.
 - LHF will not consider proposals exceeding five pages
 - We encourage applicants to be thoughtful about using the space they have
 - This limit does **not** include the reference letters and appendices but **does** include tables and figures
- Content: each section below should appear in the narrative
 - **Specific Aims**
 - *Please also upload the Specific Aims page as a separate file. It should be a maximum of 1 page, following the same formatting guidelines as the rest of the Research Proposal.*
 - The aims page should provide a high-level overview of the proposal and be formatted like an NIH specific aims page, including:
 - A brief description of the problem (general context, significance of problem, gaps in current knowledge, and the potential contribution of your research)
 - A succinct description of the research aims and/or hypotheses to be tested
 - The long-term objectives of the applicant's planned program of research, including how the proposed study supports their training and/or career goals
 - A brief statement about the investigators' qualifications:
 - Relevant experience and training
 - An ongoing record of relevant accomplishments
 - Complementary/integrated expertise of research team

- We strongly advise including collaborators with expertise in your specific population for investigators who do not have experience conducting research in LGBTQ+ health.
 - For trainees (e.g., students, postdocs)
 - Please include at least one mentor for the project and include your mentor's(s') qualifications.
 - Describe the anticipated impact of the research on the lives of LGBTQ+ women and girls and/or how this research will advance the field.
 - The aims page is a critically important page in the application. We suggest applicants who do not have experience writing a specific aims page seek out mentorship and reference online resources when writing this page:
 - [NIH guidance on drafting an aims page](#)
 - [Tips for writing an aims page](#)
 - [Specific aims examples](#)
- **Background**
 - Provide a brief discussion of relevant background literature, including a critical evaluation of existing knowledge of the topic and identify gaps which the project intends to fill
 - Explain the rationale or framework guiding the research question and target population
- **Significance & Impact**
 - State the significance of the project and how it will advance the field of LGBTQ+ women and girls' health
 - Describe the anticipated impact of the research on the lives of LGBTQ+ women and girls and/or how this research will advance the field.
 - Include the alignment with [LHF's priority areas](#)
 - Describe the potential impact the study will have on the health and wellbeing of LGBTQ+ women and girls
- **Methods**

- Research design, including how one or more methods will be used to answer the research question(s)
- Sample, including size, justification, and power analysis if applicable
- Recruitment, if applicable, including feasibility given the timeline and/or prior experience successfully recruiting the sample
- Instruments, including reliability and validity metrics
- A detailed description of the procedures
- Analysis plan
- Strategies to address potential problems
- **Justify all decisions!** (e.g., methodologies, methods, framework, instruments, etc.)
- **Community dissemination and next steps**
 - Share how the findings will be disseminated, who they will target (including the community understudy), and how they are anticipated to improve health and/or wellbeing.
 - Provide next steps that build on this project, including studies and potential funding mechanisms
 - Include a detailed timeline (12 – 24 months) for the project (e.g., IRB, recruitment, dissemination) to demonstrate feasibility

7. References

- Format references to the American Psychological Association (APA) 7th edition. All citations should be relevant, and most should be from the current literature (e.g., foundation work is appropriate to cite).

8. Appendices

- Proposal submissions **must** include:
 - Research instruments, interview guides, and other study materials related to the proposal
 - Letter(s) of support that address available resources and/or feasibility of the project. Letter(s) should be written on official letterhead, signed, and include the supporter's contact information. Trainees **must** include a letter of support from their mentor(s).

- Tables and figures should be included in the body of the proposal

9. Itemized Budget

- Include all supplies and expenses required (e.g., ten interviews x two hours staff time per interview x \$15 per hour)
- Justify each expense (e.g., previous experience indicates that we need another hour of staff time for documentation for every one hour of interviews, etc.)
- Include the total amount requested for the project from LHF. If the overall budget is greater than the request to LHF, please describe other funding sources and the amount of funding those sources are providing or have been requested from those sources. Projects that rely on other funding sources must secure those funds before the release of LHF funds.
- LHF does **NOT** cover the following expenses
 - Personnel costs (salary and benefits) for investigators
 - Tuition and stipend for graduate students
 - Indirect institution costs
 - Registration for GLMA's annual conference fees or a similar conference
- LHF does cover the following expenses
 - Salary/honorariums for hired research assistants, secondary coders, interpreters or translators, transcriptionists or transcription services, consultants, or advisory board members
 - Compensation for research participants (including participants' travel fees to study site or interviewers' travel fees to participant's location)
 - Relevant technology, software, or research supplies related to conducting research activities
 - Open access publication fees
 - Recruitment related costs (e.g., advertisements, flyers, community-engagement activities)
 - Travel, up to \$900 to present findings at GLMA's annual conference or a similar conference

10. Curriculum Vitae (CV)

- Please include a CV or NIH Biosketch for all key personnel involved in the project, including the Principal Investigator (PI), Co-Investigators, a Faculty Supervisor if the PI is a student or trainee, and any other project member mentioned by name in the application. Samples of Biosketches can be found [here](#).

11. **Evidence of the primary institution or organization's tax-exempt status** (e.g., copy of IRS determination letter)