

Frequently Asked Questions

Eligibility

Q: I'm at the Instructor level; would it be more advantageous if a senior investigator applied on our team's behalf?

A: Reviewers will evaluate the multi-lab team of investigators, not just the lead investigator (applicant). A reminder that team members must meet the eligibility requirements listed in the RFA and hold positions of Instructor, Assistant, Associate, or Full Professor.

Q: Is there a limit to the number of team members?

A: There is no set limit to the number of team members.

Q: Can our team include more than one external member (e.g. other MGB or non-MGB institution)?

A: Yes, there is no set limit to the number of team members from other institutions, keeping in mind that the team must include at least one lead principal investigator with MGH as the primary affiliation who will serve as the applicant.

Q: Can industry collaborators be included in the application?

A: Industry collaborators can provide in-kind support (e.g. drugs, medical devices, technology access etc.) but such contribution shall be made without expectation of consideration nor rights in any IP, and without imposing downstream obligations.

Preparing to apply

Q: What is the set start date for the award?

A: The start date for the award should be June 1st, 2025.

Q: Is a list of references/bibliography required with the Research Proposal?

A: Yes, but this does not count towards the 5-page limit.

Q: Is there a minimum font and margin size for the proposal?

A: Please use the standard format of 12-point font with one-inch margins.

Q: Are the “Other Support Documents” required for all team members, along with biosketches?

A: Yes, biosketches and Other Support Documents are required for all team members.

Q: For budgeting personnel, should we use full base salary or the NIH cap?

A: Applicants should use the NIH cap when preparing the budget.

Q: Can we include a letter of support for other investigators in the team?

A: Only one letter of support from the Department Chair/Division/Unit Chief overseeing the lead principal investigator’s work (the applicant at MGH) will be accepted.

Q: Are indirect costs calculated from Modified Total Direct Costs (MTDC) or Total Direct Costs (TDC)?

A: The indirect costs should be calculated from MTDC. Equipment that meets the definition set by MGB research space management should be excluded from Facilities and Administrative (F&A) Costs/Indirect Cost calculations. Per research space management, the MGB definition of equipment is:

“All equipment whose unit cost is \$5,000 or more with a minimum useful life of two years is considered capital equipment in accordance with Federal regulations. The equipment cost includes the cost of the item, less any applicable discounts, plus any delivery charges and cost of installation. The cost also includes any modifications, attachments, or accessories that are acquired with the item and are necessary to make the item usable for its intended use.”

Q: Are subcontracts with other MGB institutions (e.g. BWH, McLean, MEEI) required?

A: Subcontracts with other MGB institutions are not required for this award.

Q: Are subcontracts with external (non-MGB) institutions required, and how do we prepare that budget?

A: Yes, subcontracts with external (non-MGB) institutions will be required. The budget should be justified using the [PHS 398 form pages 4 & 5](#) including 20% indirect costs for the external institution. Subcontracts will also be subject to 20% MGH IDC for the first \$25K of the subaward.

Submitting your application

Q: Does the application need to go through Grants Management for pre-review?

A: No, please submit your application directly to MGH using the MGH Online Management Portal. You can access this by [clicking here](#).