

REQUEST FOR PROPOSALS

Baszucki Group Metabolic Psychiatry Scholar Award

Promoting Careers to Advance Metabolic Psychiatry

Baszucki Group directs resources toward the greater good through mission-driven investments that improve human health. A primary objective of Baszucki Group is to transform mental health outcomes by supporting initiatives at the intersection of metabolism, psychiatry, and neuroscience.

The Metabolic Psychiatry Scholar Award will recognize and support outstanding early career researchers and clinicians advancing the field of metabolic psychiatry. Baszucki Group works to generate evidence, build capacity, and leverage advocacy to grow the metabolic psychiatry movement. This award will support all of these workstreams, empowering the next generation of leaders with the tools, resources, and community needed to significantly advance our understanding of the interplay between metabolism and mental health, specifically as it relates to therapeutic nutritional ketosis and other metabolic therapies.

Awardees who show outstanding achievement and passion during the funding period may be considered for continuous support through our grant program. Up to four exceptional applicants will be selected this funding cycle.

Opportunity Overview

- **Funding:** Each awardee may request up to \$150,000 USD to support their work for 18 months, providing significant financial backing to foster innovative studies and impactful findings.
- **Mentorship and Networking:** Awardees will benefit from mentorship from the metabolic psychiatry community, ensuring guidance and insight to refine their research and accelerate their professional growth. Additionally, networking opportunities with senior researchers and practitioners in the field will be fostered, expanding professional networks and potential collaborations.
- **Training:** The program includes specialized training opportunities tailored to enhance the awardees' skills and knowledge, preparing them for advanced roles in their careers.
- **Communication Support:** Awardees will receive support in effectively communicating their research findings, including assistance with manuscript writing, presentations, and public engagement to broaden the impact of their work.
- **Community Building:** The program will facilitate connections among awardees, creating a vibrant community of early career investigators.

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REQUEST FOR PROPOSALS

Baszucki Group seeks to recognize and support outstanding early career investigators advancing the field of metabolic psychiatry. Researchers may propose translational or clinical studies. Multidisciplinary approaches are desired. Requests may be made for up to \$150,000 USD for 18 months.

PRIORITY AREAS

Baszucki Group's research priorities focus on the potential to transform and save lives. Proposed work should be translational or clinical in nature, addressing one or more of the topics listed below.

- Quantitative or qualitative approaches to understanding the use of metabolic therapies (such as therapeutic nutritional ketosis) in serious mental illness
- Mechanisms of action for ketogenic and other metabolic therapies in serious mental illness
- Clinical research examining the link between metabolic health and mental health
- Building therapeutic nutritional ketosis and other metabolic approaches into clinical practice, with an emphasis on embedding research in care

ELIGIBILITY CRITERIA

- All applicants must hold a PhD, MD, or equivalent degree and have a faculty position or equivalent independent investigator status at a college, university, medical school or other research institution holding 501(c)3 status or international equivalent.
- Applicants should be in their first independent position between two and six years as of the due date for the Letter of Intent.
- Applicants are encouraged from other disciplines with a desire and commitment to working at the intersection of metabolism and mental health.
- Applicants should demonstrate a commitment to pursuing a career in metabolic psychiatry, showcasing potential for significant contributions to the field.
- Applicants cannot be currently funded by Baszucki Group.
- International applicants are welcome. All materials must be submitted in English.

FUNDING CYCLE DETAILS

Activity	Key Dates
Request for Proposals	January 28, 2025
Application Portal Opens	February 3, 2025
Letter of Intent Deadline	March 18, 2025 @ 9 pm ET
Full Application Invitations	Mid April 2025
Full Application Deadline	May 20, 2025 @ 9 pm ET
Anticipated Award Notifications	Mid July 2025
Anticipated Project Start Date	September 2025

BUDGET

Requests may be made for up to \$150,000 USD for 18 months. Funding requests may include salary for the principal investigator (PI), technical staff, supplies necessary to perform the work, publication costs, and travel to one related conference. Funds are not to be used to purchase equipment. Indirect costs are supported up to 15% of the total direct costs.

LETTER OF INTENT INSTRUCTIONS

Applicants are required to submit a Letter of Intent (LOI) clearly and succinctly outlining their project specific aims, a brief description of the research plan according to the guidelines, and how this work addresses Baszucki Group's priority areas.

Instructions:

Below are instructions for the required sections of the letter of intent. The **project summary and future directions** together must not exceed two pages of text.

- 1) Project Summary:** Clearly and succinctly outline the specific aims and provide a description of how the proposed project/research plan aligns with Baszucki Group's priority areas. Preliminary data is not required but encouraged for research proposals.
- 2) Future Directions:** Describe how this work will help to advance your career in metabolic psychiatry.

Notes:

- Figures should be included within the two page text limit.
- References are not required at the LOI stage. However, if you decide to include references, they do not count toward the page limit.

FORMATTING GUIDELINES

- Type font: 12-point.
- Type density: No more than 15 characters per inch (including spaces). For proportional spacing, the average for any representative section of text should not exceed either 15 characters per inch or 114 characters per line.
- Spacing: Single-spaced between lines of text, no more than five lines of type within a vertical inch.
- Margins: Minimum of 0.5-inch top, bottom, right, and 1-inch left.

LETTER OF INTENT INSTRUCTIONS FOR SURVEYMONKEY APPLY

LOIs must be submitted through SurveyMonkey Apply at baszuckigroup.smapply.org.

Instructions for each section of the application in SurveyMonkey Apply:

Applicants must create an SMA account if they do not already have one. Follow these steps to complete your submission:

Steps to Begin Your Application

1. *Create an Account:* If you do not already have an account, you will need to create one on the SMA platform.
2. *Access the Application:* Click “View Programs” to locate the Metabolic Psychiatry Scholar Award Program.
3. *Download RFP Instructions:* Access, download, and review the detailed instructions for the application process.

Steps to Complete the Letter of Intent Application

1. *Applicant Information:* Fill in all required fields:
 - First Name
 - Last Name
 - Suffix
 - Institution/Employer
 - Email
 - Job Title

- Phone Number
2. *Collaborators*: Indicate whether you have collaborators for the proposed project by selecting "Yes" or "No." If you select "Yes," specify the number of collaborators and complete the following fields for each:
 - First Name
 - Last Name
 - Email
 - Job Title
 - Institution
 - Upload an updated CV or resume
 3. *Attach LOI*: Finalize your LOI and upload it as a PDF in this section. Please ensure your LOI adheres to the formatting guidelines outlined in the task instructions.
 4. *CV/Resume Upload*: Upload a PDF of your CV or resume in this section. Specific formatting for CVs and resumes is not required.
 5. *Career Gaps (optional)*: Applicants may include a brief explanation (250 words or less) of any career gaps or delays caused by life events or circumstances.
 6. *Review*: Before submitting, applicants will be able to review all sections of the application to ensure the information provided is complete and accurate. The system will also automatically check that all required components have been completed. Applicants will not be able to submit their application until all required components are successfully completed.
 7. *Submit*: Once you have reviewed your application and confirmed that all components are complete, click "Submit."

FULL PROPOSAL NARRATIVE INSTRUCTIONS (7-PAGE LIMIT*)

Following review of LOIs, select applicants will be invited to submit full proposal and will be asked for the following:

Main Body of Proposal: Describe the project background, hypothesis (if applicable), and specific aims of the project. As appropriate, include preliminary data, experimental design and methods, expected outcomes, potential pitfalls, and interpretation of outcomes.

Mission: Include one paragraph describing how the proposed project aligns with Baszucki Group's mission and priority areas.

Career Statement: Include one paragraph describing how this project will advance your career in the field of metabolic psychiatry.

References: Please list all literature cited within the proposal. References do not count toward the page limit.

*The seven page limit is inclusive of any figures, tables, graphs, diagrams, and other relevant information needed for review of the proposal.

Applications are evaluated for innovation, feasibility, scientific merit, relevance to the award objectives, relevance to Baszucki Group's mission, and potential to be transformative.

FORMATTING GUIDELINES

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- Type density: No more than 15 characters per inch (including spaces). For proportional spacing, the average for any representative section of text should not exceed either 15 characters per inch or 114 characters per line.
- Spacing: Single-spaced between lines of text, no more than five lines of type within a vertical inch.
- Margins: Minimum of 0.5-inch top, bottom, right, and 1-inch left.

LETTERS OF SUPPORT

All individuals invited to submit full applications will be required to submit two letters of support: one letter of support from their direct supervisor/mentor and one letter of support from another senior investigator/clinician familiar with the individual's expertise, experience, and potential to develop a career in metabolic psychiatry.

FULL PROPOSAL INSTRUCTIONS FOR SURVEYMONKEY APPLY

Full proposals must be submitted through SurveyMonkey Apply at baszuckigroup.smapply.org.

Steps to Begin Your Full Proposal Application

1. *Log into Your SurveyMonkey Apply Account.*
2. *Access the Application:* Click "My Applications" to locate the Metabolic Psychiatry Scholar Award Program.
3. *Click "Start."*

Steps to Complete the Full Proposal Application

1. *Institution Information*: Fill in all required fields:
 - Institution / Organization: This section should auto-populate from the Applicant Information section submitted during the LOI stage.
 - Institution Location
 - EIN (Employer identification number): Only required if your institution's location is in the United States.
 - Administrative Contact Full Name
 - Administrative Contact Email
2. *Project Overview*: Fill in all required fields:
 - Proposal Title
 - Start Date: Date must be on or after September 1, 2025. For international projects, the start date should be on or after October 1, 2025.
 - End Date: Project term must be 18 months or fewer
 - Key Objectives: Bulleted list of your project's key objectives.
3. *Attach Proposal Narrative*: Finalize your full proposal narrative and upload it as a PDF in this section. Please ensure your narrative adheres to the formatting guidelines outlined in the task instructions. **Full proposals exceeding 7 pages will not be reviewed.**
4. *Upload Budget*: Upload a detailed project budget in one of the following accepted formats: pdf, doc, docx, xls, xlsx.
5. *Request Letters of Support*: You are required to submit two letters of support: one letter of support from a direct supervisor/mentor and one letter of support from another senior investigator/clinician familiar with your expertise, experience, and potential to develop a career in metabolic psychiatry.
 - Instructions on requesting a letter of support:
 - Click "Request a Recommendation"
 - Send Recommendation: Complete the required fields with your supporter's information:
 - *First name*
 - *Last name*
 - *Email*
 - *Message*: This message will be sent to your supporter on your behalf through SurveyMonkey Apply's system.
 - *Click "Send Request" when complete*: This notifies your supporter via email of your request.
 - **Important Notes About Sending Requests:**
 - You cannot complete this task or submit your application until both letters of support have been received.

- To resend or withdraw requests, click the ellipsis next to your supporter's name and select the desired action.
- Applicants will not be able to review received recommendations.

Inquiries: Questions regarding these instructions are welcome and should be directed to the Science Team at info@baszuckigroup.org.

APPLICANT FAQs

Answers to some frequently asked questions may be found below. If, after reviewing, additional clarification is needed, please reach out to the Science Team at info@baszuckigroup.org.

Q: Are international applicants eligible to apply?

A: Yes, international applicants are eligible to apply. All application materials must be submitted in English.

Q: Are multiple applicants from the same institution allowed to apply for the same award?

A: Yes. There is no limit to the number of applicants from the same institution who may apply for this award.

Q: Does Baszucki Group only fund academic laboratories?

A: Baszucki Group funds research and clinical work from academic and nonacademic laboratories. We fund researchers and clinicians at universities, small companies, hospitals, clinics, and non-profit research institutions.

Q: If I am submitting with another researcher, do we both need to apply?

A: Baszucki Group welcomes collaborative proposals with more than one principal investigator. However, one application must be submitted on behalf of the collaboration, under one PI's account.

Q: May multidisciplinary funding be split between two institutions?

A: Yes, funding may be divided between institutions. However, Baszucki Group will only contract with the primary institution, which will be responsible for negotiating subcontracts with the institutions of any co-PIs involved with the project. Baszucki Group requires detailed budgets outlining the allocation of funds to each institution.

Q: Who may receive salary from the grant?

A: Funds may be allocated to cover the salaries of investigators, postdocs, and graduate students in relation to the percentage effort spent on the project, as well as research supplies and some travel expenses. Indirect costs are covered up to 15% of total direct costs.

Q: May grant funds be used for travel expenses?

A: Yes. There is a travel cap of \$1,500 USD for international applicants and \$1,000 USD for US and Canadian applicants per year, which may be budgeted for a maximum of two investigators (PI and co-PI).

Q: If I cannot submit by the deadline, may I request an extension?

A: No. Baszucki Group does not provide deadline extensions.

Q: I'm having trouble accessing my application. What should I do?

A: Double-check that you're logged into the correct SurveyMonkey Apply account. If you're still unable to access your application, visit [SurveyMonkey's FAQ page](#).

Q: I'm experiencing technical issues. What should I do?

A: Click the information icon in the top right corner to access [SurveyMonkey's FAQ page](#) or submit a support request form to contact SurveyMonkey Apply support.

Q: What should I do if my reference encounters issues while submitting a letter of support?

A: If you or your reference need help with the recommendation process in SurveyMonkey Apply, visit [SurveyMonkey's Recommender FAQ page](#).

Q: What should I do if I or my recommender don't receive emails from the system?

A: Application updates and notifications will be sent from noreply@mail.smapply.net. Please ensure this email address is added to your safe sender list or contacts to avoid messages being marked as spam or junk.

If you or your recommender do not receive an email from the system, first check your spam or junk email folder to ensure the message wasn't filtered there.

When requesting letters, if the email is not in those folders, try the following:

- For applicants: You can resend the email request by selecting the "Resend Request" option within the Request Letters of Support task.
- For recommenders: Ask the applicant to resend the request or verify that the correct email address was entered.

If the issue persists, visit [SurveyMonkey's Recommender FAQ page](#).