

# FAQ

## Frequently Asked Questions



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### How do I apply for a grant?

- The CHEST Foundation website hosts a Request for Proposal (RFP) for each grant. The RFPs contain instructions on how to apply for a grant.
- Apply for the RFP that interests you by going to the CHEST Foundation Apply for a Grant page.
  - Click on the link from the [Apply for a Grant](#) page to access the Grants Management System.
- All applications will have a required budget template that they must use for submission.
- Required documents can be found on the Apply for a Grant page and on the [Grant Resources](#) page.

### How many grants may I have active at one time?

- Applicants may only have one (1) active grant from the CHEST Foundation at a time.

### How many grants may I apply for?

- Applicants may apply for as many grants as they would like in one grant cycle.

### How many grants may I win in one (1) grant cycle?

- Applicants may only win one (1) grant per grant cycle.

### How many grants may I have over the course of my career?

- Restrictions apply to each type of grant the CHEST Foundation offers – Research, Community Service, and Distinguished Scholar.

### How many research grants may I win over the course of my career?

- Applicants may win as many research grants as possible over the course of their career.

### How many Distinguished Scholar grants may I win over the course of my career?

- Applicants may win only one (1) distinguished scholar grant over the course of their career.

### What CAN be supported in the program budget?

- Salaries for staff directly contributing to the program:
  - Technical Personnel
  - Administration Assistance
  - Undergraduate Support
  - Temporary Staff Support
- Other costs directly related to implementing the program:
  - Purchase of supplies - Medication, Disposables, etc.
  - Production costs
  - Consultants or contractual workers
  - General office supplies
  - Program materials for expanding outreach or development
  - Patient incentives

### What CANNOT be supported in the program budget?

- Salary for the Principle Investigator
- Food
- Travel (*Community Service Grants will review travel line items on a case-by-case basis. Some programmatic travel may be permitted.*)
  - To or from conferences
  - To or from CHEST annual meeting
  - To or from site of proposed program
- Lodging
- Honoraria
- Capital Campaigns
- Infrastructure Costs
- Construction
- Expansion
- Modification of Facility
- Facility Equipment & Program Equipment (*Funding may not be used on office equipment or program equipment over \$1000. The organization/institution should be providing necessary workspaces with needed equipment to complete the project.*)
- Furniture
- Reimbursement for 3rd Party Funding
- Overhead Fees Charged by Institution/Organization for Grant Related Management or Expenses
- Any indirect fees

### Do I have to be a CHEST member to apply for a grant?

- You must be a CHEST member in order to apply for a Research grant and/or Distinguished Scholar grant.
- For a Community Service grant, membership is preferred but not mandatory.

### How do I become a CHEST member?

- Please follow [this link](#) to become a CHEST member.

### What if the grant I want does not have enough funding to support the entire cost of my proposed project?

- You may request your institution/organization to match the foundation's commitment.
- Grants that have institutional commitment to supplement CHEST Foundation grant funds are typically viewed favorably.
- You may also receive other sources of support as long as you openly disclose where all funds are being received from and for what amount.

### Do I have to be an FCCP to apply for a Distinguished Scholar grant?

- Yes, our Distinguished Scholar grants are intended for individuals in the later stages of their careers who have compiled many achievements. The intention is to recognize our FCCPs who develop and promote excellence in research programs.

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### How do I know if I qualify for a Distinguished Scholar grant?

- You must have an FCCP designation.
- You have published extensively.
- You are a trusted source to your colleagues.
- Colleagues turn to you when they need help, have questions, or guidance.
- Peers trust your opinion.
- Peers highly regard your opinion and ideas.
- You are well regarded by your colleagues.
- You have been a successful mentor.
- You have accomplished much in your career.
- You have advanced experience in conducting research projects.
- You are in the later stages of your career.

### How do I become an FCCP so that I may qualify and apply for a Distinguished Scholar grant?

- Please follow this [link](#) to see the CHEST requirements of becoming a FCCP.

### When and how will I be notified about grant final decisions?

- All applicants will be e-mailed about final decisions.
- All applicants must fill out a survey after they have received this e-mail.
- Final decisions will also be posted on the [CHEST Foundation Grant page](#).

### Who will be scoring my application?

- CHEST Foundation grants are scored by an expert review panel.
- Applicants will not have contact with the expert review panel.
- All experts are required to report any Conflict of Interest (COI) before scoring commences.
  - Any expert with a COI is recused from that application and subsequent review process.

### When are final reports and final budget reconciliations due?

- Final reports are due thirty (30) days after the approved end date.
- Final reconciliation reports are due thirty (30) days after the approved end date.

### When and how do I turn in an interim report?

- All grants must submit an interim report.
  - Single-year grant submitters must provide an interim report six (6) months after the project's start date.
  - Multi-year grant recipients must submit an interim report at the end of year one (1).
  - Distinguished Scholar grant recipients must submit an interim report at the end of year one (1) and the end of year two (2).
- Submit all necessary documents through the Grants Management System.

### How do I submit a Final Report and Final Budget Reconciliation?

- Every grant must have a final report and final budget reconciliation turned in at the end of the grant period.
  - Budget reconciliations are completed on the originally submitted application budget.
- Submit all necessary documents through the Grants Management System.

### Do CHEST Foundation grants fund international research projects?

- Each grant RFP states who may and may not apply for funding and if there is a geographic restriction.

### Where do I submit my letters of support?

- Letters of support are turned in with your application materials in the Grants Management System.
  - Letters of support sent outside the Grants Management System will not be accepted.

### What format should my letters of support be in?

- Style/Format:
  - Times New Roman, 12pt font, 1 inch margins
  - Organization/Institution letterhead
  - Maximum 1 page letter
  - Written in English
  - Written and signed by organization/institution
  - If from a supervisor/mentor, they may sign the letter.

### In which format should my CV be?

- CVs should be in NIH Biosketch or general CV format.

### Is there a specific format my application needs to be in?

- Follow each RFPs character limits for each required section.
- Follow the Grants Management System instructions for document specifics and other uploaded item information.

### What reasons qualify for a no cost extension?

- Additional time beyond the established grant program end date is required to ensure completion of the grant project.
- Additional time is needed to ensure a proper phase-out of project research for best practice and final report findings to be established.
- The scope of work is not complete due to unforeseen circumstances, and there is a need to extend the grant program end date.
- There are sufficient funds remaining to cover the suggested date extension making the program and outcomes more robust/reach more people.

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### What reasons will not qualify for a no cost extension?

- Amount of additional time seems excessive compared with the tasks to be completed.
- The scope of work has been completed and there is no need to extend the grant program end date.
- Grantee cannot expend funding as planned.
- Grantee cannot provide sufficient interim program accomplishments to justify extending the grant program end date.

### When and how do I request a no cost extension?

- Submit request through the Grants Management System, and attach any necessary documents.
  - All requests must go through the Grants Management System.
- Make sure you are sending in your NCE request no later than 30 days before your project end date.

### Are there required documents that I need to use in my application?

- Yes, there are required documents for all grant applications, and each RFP lists which documents you need to fill out.
- Use this [link](#) to access the Grant Resources page and the various required documents.
- You can also find the required documents on the [Apply for a Grant](#) page.

### What are the Letter of Agreement (LOA) Return Requirements?

- Awardees of CHEST Foundation grant awards, must work with their institution/organization to return a fully executed LOA to the CHEST Foundation within six (6) weeks of receiving the LOA.
- If the CHEST Foundation does not receive the signed LOA within six (6) weeks from initiating the agreement, the CHEST Foundation reserves the right to rescind the LOA that is offered.

### Can there be changes made to Letter of Agreement (LOA) prior to signing?

- Any suggested changes to the LOA must be made in collaboration of your institution/organization and the CHEST Foundation.
- If the CHEST Foundation does not receive the agreed upon signed LOA within six (6) weeks from initiating the agreement, the CHEST Foundation reserves the right to rescind the LOA that is offered.

### How do research and community service awardees receive their funds?

- All awardees (or their institution/organization on their behalf) must invoice the CHEST Foundation upon meeting project milestones.
- Invoices must use the CHEST Foundation Invoice template for research and community service grants found on our Grant Resources page.
- The CHEST Foundation will issue award payments to your institution/organization in three (3) increments based on the following milestones:
  1. 50% paid upon returning fully executed LOA
  2. 20% paid upon submission of interim report
  3. 30% paid upon submission of final report (includes report, outcomes, and budget reconciliation)

### How do Distinguished Scholar awardees receive their funds?

- All awardees (or their institution/organization on their behalf) must invoice the CHEST Foundation upon meeting project milestones.
- Invoices must use the CHEST Foundation Invoice template for distinguished scholar grants found on our Grant Resources page.
- The CHEST Foundation will issue award payments to your institution/organization in four (4) increments based on the following milestones:
  4. 40% paid upon returning fully executed LOA
  5. 15% paid upon submission of interim report at end of year one (1)
  6. 15% paid upon submission of interim report at end of year two (2)
  7. 30% paid upon submission of final report (includes report, outcomes, and budget reconciliation) at end of year three (3)

### Where do I find the Invoice Template?

- The CHEST Foundation Invoice template can be found on our [Grant Resources page](#).
- There are two (2) template choices:
  - Distinguished Scholars grants
  - Research and Community Service grants