

# How to Apply to the International OCD Foundation Research Grant

1. An account will need to be created before you can submit your grant. Register online by clicking “*Register here*” or “*Create New Account*”

<http://ocdresearchgrants.org/>

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## IOCDF Grant Submission Site

Welcome to the IOCDF Grant Submission site. If you are submitting a grant proposal please read important information in the links above before submitting your grant.

You must be a registered user to submit a grant. If you haven't yet, [register here](#). Otherwise, [login](#) below.

### Grant Submissions Accepted: Jan 2 5PM EST - Feb 29 5PM EST

#### Login

Username or e-mail: \*

Password: \*

- [Create new account](#)
- [Request new password](#)

**LOG IN**

#### Welcome to the New IOCDF Research Grant Site

Promoting research into the causes and treatment of OCD and related disorders is a top priority of the International OCD Foundation. In 1994 the Foundation launched the Research Grant Award Program. Each year, the program funds three to eight research grants ranging between \$25K to \$50K per project, with a total of \$70k to \$300k given out annually. The Foundation has distributed \$2.7 million dollars in research grant funding since the inception of the program. Funding for these yearly research awards would not be possible without the generosity of Foundation donors, who designate their gift to the Research Fund. One hundred percent of contributions to the Research Fund are used to fund winning projects.

[+ READ MORE](#)

2. Fill out “*User Account*” fields to create your account.

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## User account

[Create new account](#) [Log in](#) [Request new password](#)

Only primary investigators wishing to submit a grant for consideration need to create accounts.

Username: \*

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

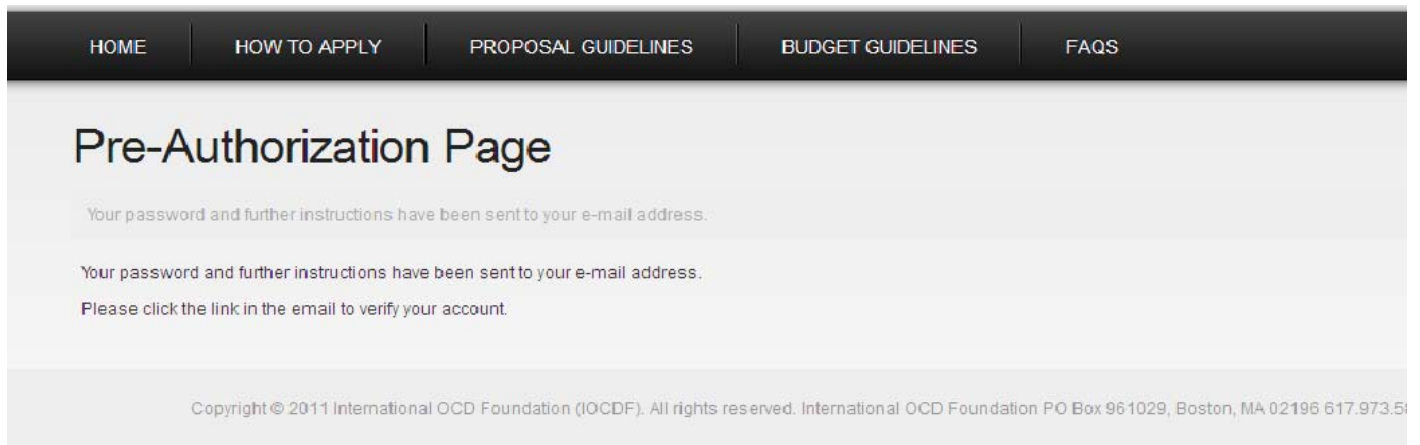
E-mail address: \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address: \*

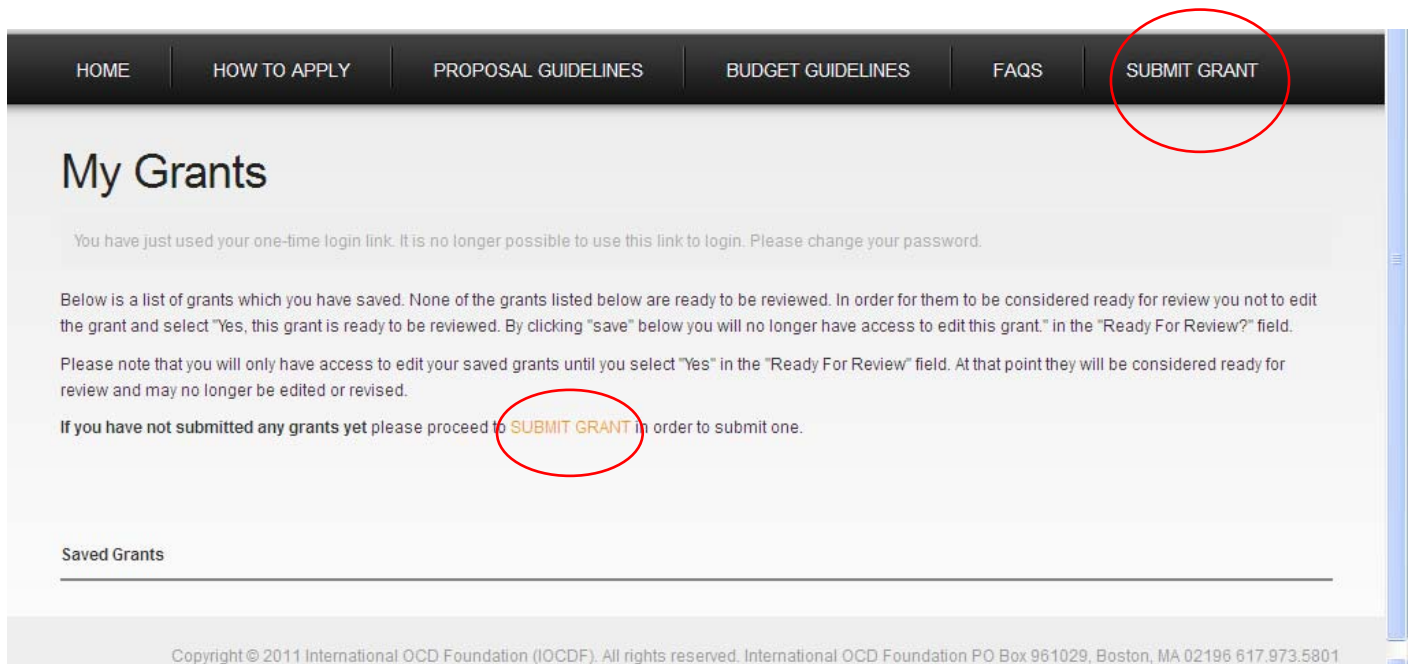
Please re-type your e-mail address to confirm it is accurate.

3. Once you've created your account you will be taken to the *"Pre-Authorization Page"*, which provides you further instructions on verifying your account. You must go to your email inbox and click on the link provided in the email sent by the IOCDF to verify your account. You will be taken to the *"My Grants"* page.



The screenshot shows the top navigation bar with links: HOME, HOW TO APPLY, PROPOSAL GUIDELINES, BUDGET GUIDELINES, and FAQs. Below the navigation bar is the heading "Pre-Authorization Page". The main content area contains three lines of text: "Your password and further instructions have been sent to your e-mail address.", "Your password and further instructions have been sent to your e-mail address.", and "Please click the link in the email to verify your account." At the bottom of the page, there is a copyright notice: "Copyright © 2011 International OCD Foundation (IOCDF). All rights reserved. International OCD Foundation PO Box 961029, Boston, MA 02196 617.973.5801".

4. Under *"My Grants"* you can submit your grant by either clicking on the link *"Submit Grant"* or by going to the tab on the top of the page *"Submit Grant"*.



The screenshot shows the top navigation bar with links: HOME, HOW TO APPLY, PROPOSAL GUIDELINES, BUDGET GUIDELINES, FAQs, and SUBMIT GRANT. The "SUBMIT GRANT" link is circled in red. Below the navigation bar is the heading "My Grants". The main content area contains the following text: "You have just used your one-time login link. It is no longer possible to use this link to login. Please change your password." Below this is a paragraph: "Below is a list of grants which you have saved. None of the grants listed below are ready to be reviewed. In order for them to be considered ready for review you not to edit the grant and select 'Yes, this grant is ready to be reviewed. By clicking 'save' below you will no longer have access to edit this grant.'" in the "Ready For Review?" field." Below this is another paragraph: "Please note that you will only have access to edit your saved grants until you select 'Yes' in the 'Ready For Review' field. At that point they will be considered ready for review and may no longer be edited or revised." Below this is a paragraph: "If you have not submitted any grants yet please proceed to **SUBMIT GRANT** in order to submit one." The "SUBMIT GRANT" link is circled in red. Below the main content area is a section titled "Saved Grants" with a horizontal line underneath. At the bottom of the page, there is a copyright notice: "Copyright © 2011 International OCD Foundation (IOCDF). All rights reserved. International OCD Foundation PO Box 961029, Boston, MA 02196 617.973.5801".

5. Create your grant by filling out all fields:
  - Grant Title
  - Principal Investigator
  - Name of Applicant Organization
  - Total Amount Requested
  - Additional Investigators (if you need to add more than 2 click on "Add Another Item"). Please make sure to add additional investigators by first name, last name, degree, role in study.
  - Upload the Principal Investigator's Biosketch. You can find a template and instructions under ["How to Apply"](#)

- Add lay language. Instructions for lay language can be found under [“How to Apply”](#)
- Upload grant as 1 attachment – instructions for the research proposal can be found under [“Proposal Guidelines”](#). This should be no more than 5 pages. Included in the attachment are the following supporting materials:
  - a cover sheet listing the name, address, phone, fax and email of PI as well as the sponsoring institution
  - a separate one-page detailed budget
  - a separate bibliographic references

The pages consisting of the supporting material do not count toward the five-page Proposal Page Limit.

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### Submitted Grants

- Grants I Have Submitted
- Log Out

## Create Grant

Please fill out the following forms and uploading the corresponding documents.

All fields marked with a **\*** are required.

Grant Title: \*

Principal Investigator: \*

Name of Applicant Organization: \*

What is the name of applicant's organization?

Total Amount Requested: \*

### Additional Reviewers:

Please list in the format: First Name, Last Name, Degree, Role in Study

ADDITIONAL INVESTIGATORS:

+	<input type="text"/>
+	<input type="text"/>

Click "Add Another Item" to add additional investigators.

**ADD ANOTHER ITEM**

### Bio Sketch:

For detailed info on what is expected in a bio-sketch please click here: [Bio Sketch Information](#)

Upload Bio Sketch: \*

<input type="text"/>	Browse...	<b>UPLOAD</b>
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Maximum file size: 3 MB

Allowed extensions: *txt doc docx pdf*

Lay Language: \*

<input type="text"/>
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### Detailed Grant Proposal Information:

Please limit to 5 pages.

Upload Detailed Grant Proposal Information: \*

<input type="text"/>	Browse...	<b>UPLOAD</b>
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Maximum file size: 8 MB

Allowed extensions: *txt doc docx pdf*

Area of Grant Study: \*

- General OCD Research
- Hoarding Research
- OCD in Kids and Teens Research
- OCD Spectrum Disorders Research (Body Dysmorphic Disorder, Trichotillomania, Skin Picking, Tics/Tourette's)
- Genetics Research
- PANDAS/PANS Specific Research

**Ready For Review?: \***

- Yes, this grant is ready to be reviewed. By clicking "save" below you will no longer have access to edit this grant.
- No, this grant is not ready for review. I need to be able to edit it later.

**SAVE**

**PREVIEW**

6. Click on the "Area of Grant Study" that best fits your research proposal.

7. If your proposal is final and you want to send it for review click on “Yes, this grant is ready to be reviewed” and then “Save”. Please note that once you click “Yes” and “Save” you will no longer have access to edit your proposal. If you need to save your grant for further edits click “No, this grant is not ready for review. I need to be able to edit it later” and then “Save”.
8. If you click on “Yes, this grant is ready to be reviewed”, your grant has been submitted and you will see the screen below.

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## Grant Submitted

Grant *Twenty Twelve* has been created.

Thank You

Your grant has been submitted. It will now be subject to review by the IOCDF Grant Review Committee.

You will be contacted regarding your grant when the IOCDF grant review committee has finished their review process.

If you have any grant related questions or comments you can contact us at [ocfresearch@ocfoundation.org](mailto:ocfresearch@ocfoundation.org). For technical issues please contact us at [redacted]

9. If you saved your grant to edit later you will see your submission under “My Grants” → “Saved Grants.” You can log out and log back in later to edit your grant. Please make sure to go into your saved grants **prior to February 29<sup>th</sup> 5PM EST** and submit your grant for final submission. Your proposal will not be considered for review if it has not been submitted. Saving your proposal in the system is not equivalent to submitting it.

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## My Grants

Below is a list of grants which you have saved. None of the grants listed below are ready to be reviewed. In order for them to be considered ready for review you not to edit the grant and select “Yes, this grant is ready to be reviewed. By clicking “save” below you will no longer have access to edit this grant.” in the “Ready For Review?” field.

Please note that you will only have access to edit your saved grants until you select “Yes” in the “Ready For Review” field. At that point they will be considered ready for review and may no longer be edited or revised.

If you have not submitted any grants yet please proceed to [SUBMIT GRANT](#) in order to submit one.

### Saved Grants

Title: [Twenty Twelve](#)  
Last Updated:: Tue, 01/03/2012 - 09:19  
Title: [Twenty Twelve](#)  
Last Updated:: Tue, 01/03/2012 - 09:21

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10. To edit your grant click on the title under “Saved Grants”. You will see a summary of your proposal.

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# Twenty Twelve

View    **Edit**

JANUARY 3, 2012 — ROSELY SYLVESTRE

**Name of Applicant Organization:**  
Graceland

**Total Amount Requested:**  
50,000

**Upload Bio Sketch:**  
 SCARF.pdf

**Lay Language:** This is my grant.

**Upload Detailed Grant Proposal Information:**  
 Gloves.pdf

**Area of Grant Study:**  
OCD Spectrum Disorders Research (Body Dysmorphic Disorder, Trichotillomania, Skin Picking, Tics/Tourette's)

**Ready For Review?:**  
No, this grant is not ready for review. I need to be able to edit it later.

**Your rating:**

11. Click on "Edit" to get access to your proposal.

INTERNATIONAL  
**OCD** ocdresearchgrants.org  
FOUNDATION

Home » Twenty Twelve

View    **Edit**

Please fill out the following forms and uploading the corresponding documents.

**All fields marked with a "\*" are required.**

**Grant Title: \***  
Twenty Twelve


**Principal Investigator: \***  
Rosely Sylvestre

**Name of Applicant Organization: \***  
Graceland  
What is the name of applicant's organization?

**Total Amount Requested: \***  
50,000  
Please enter in US Dollars in the format: \$5,000

12. Here you can edit your proposal and complete the submission. If you need to upload a new biosketch or grant proposal you can delete your attached documents by clicking "remove" and uploading a new document.

Upload Detailed Grant Proposal Information: \*

 **Gloves.pdf**   
 7.22 KB  
 application/pdf

Area of Grant Study: \*

General OCD Research

Hoarding Research

OCD in Kids and Teens Research

OCD Spectrum Disorders Research (Body Dysmorphic Disorder, Trichotillomania, Skin Picking, Tics/Tourette's)

Genetics Research

PANDAS/PANS Specific Research

**Ready For Review? \***

Yes, this grant is ready to be reviewed. By clicking "save" below you will no longer have access to edit this grant.

No, this grant is not ready for review. I need to be able to edit it later.

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<http://ocdresearchgrants.org/proposal-guidelines>

13. If you need to edit this grant further at a later point in time, click on *“No, this grant is not ready for review. I need to be able to edit it later”* and then *“Save”*. Keep in mind that you have until the deadline to submit your grant. You must go back into the system and state that your grant is ready to be reviewed in order for it to be considered.

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## Thank You For Saving Your Grant

Grant *Twenty Twelve* has been created.

Please note that this grant is not yet submitted for review.

You have until Feb 29 at 5pm EST to submit it.

In order to edit and submit the grant you will have to go back to the **MY GRANTS** page and select the grant you wish to submit and select "Yes, this grant is ready to be reviewed. By clicking "save" below you will no longer have access to edit this grant." in the "Ready For Review?" field.

If you have any grant related questions or comments you can contact us at [ocfresearch@ocfoundation.org](mailto:ocfresearch@ocfoundation.org). For technical issues please contact us at [info@ocdresearchgrants.org](mailto:info@ocdresearchgrants.org)

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14. If the grant is ready for a final submission click on *“Yes, this grant is ready to be reviewed”* and then *“Save”*.

## Grant Submitted

Grant *Twenty Twelve* has been updated.

### Thank You

Your grant has been submitted. It will now be subject to review by the IOCDF Grant Review Committee.

You will be contacted regarding your grant when the IOCDF grant review committee has finished their review process.

If you have any grant related questions or comments you can contact us at [ocfresearch@ocfoundation.org](mailto:ocfresearch@ocfoundation.org). For technical issues please contact us at [info@ocdresearchgrants.org](mailto:info@ocdresearchgrants.org)

Should you have any technical questions please email **Fran Harrington** ([fharrington@ocfoundation.org](mailto:fharrington@ocfoundation.org)).

Any questions regarding the grant please email **Barbara Roseberg** ([ocfresearch@ocfoundation.org](mailto:ocfresearch@ocfoundation.org))

Thank you!

IOCDF Research Grant Team