Geriatric Emergency Care Applied Research Network 2.0 – Advancing Dementia Care / Emergency Medicine Foundation / West Health Institute

Pilot Project Grant
Request for Proposal

Please read these instructions carefully. Applications that do not follow these instructions with regards to type size, length, format, and supporting documentation will be rejected. No extension of the deadline will be granted.

Before submitting your application, please be sure that the following items have been addressed:

- Cover Page included as the first page of application packet and fully completed
- Type size is 11 pt. font, single-spaced and margins are one-half (0.5) inch
- Clearly stated research hypothesis
- Statement of Conditions is signed by **Principal Investigator** and **Institutional Official** and is included in application packet (see below)
- Letter of support from each Chair of the department(s) represented by the PI(s) is in the application packet
- Letter of support from each co-investigator is included in application packet
- Other grant support for all investigators is included in application packet
- Submission via the on-line application system is required at https://emfoundation.aibs-scores.org. Late applications will not be considered.

GERIATRIC EMERGENCY CARE APPLIED RESEARCH NETWORK 2.0 – ADVANCING DEMENTIA CARE / EMERGENCY MEDICINE FOUNDATION / WEST HEALTH INSTITUTE

PILOT PROJECT GRANT – ROUND 1

Application Deadline	February 4, 2022
Notification of Award	June 2022
Funding Period	July 2022 – June 2023
Funding Amount Per Award	$72,000 Total (Direct + Indirect) Costs + $18,000 Institute Commitment
Number of Awards	Four

RESEARCH GOALS

The goals of the Geriatric Emergency Care Applied Research Network 2.0 – Advancing Dementia Care (GEAR 2.0 – ADC) / Emergency Medicine Foundation (EMF) / West Health Institute (WHI) Pilot Project Grant are to:

1. Promote transdisciplinary research in geriatric emergency medicine for persons living with dementia (PLWD) by providing funding for a "pilot" that will produce findings ultimately leading to a larger project (e.g., K or R grant).
2. Advance emergency medical care for PLWD and their care partners. The research must be emergency care-related and have the potential to have a meaningful impact on PLWD and their care partners (CP), as well as leading to future research.

PRIORITIES

The following are priorities of the Pilot Project Grants:

1. GEAR 2.0 – ADC has identified four domains of specific interest: care transitions, emergency department practices, detection, and communication and decision making. Studies focused on other topics are unlikely to be funded. Within each of these areas, stakeholder groups have identified five research priority questions that can be found at the following address: Research Priorities GEAR 2.0 – GEAR (gearnetwork.org). Studies addressing any of these areas of interest will be prioritized.
2. All must consider and address issues of diversity, inclusion, and health equity among PLWD and their care partners.
3. Early-stage investigators (as defined by NIH, https://grants.nih.gov/policy/early-stage/index.htm) focused on the care of PLWD and their care partners are encouraged to apply and will receive preferential consideration.
4. Promote collaboration across institutions (e.g., Geriatric Emergency Department Collaborative) are encouraged.
5. Proposals that engage and incorporate participation by PLWD and CP are strongly preferred.

ELIGIBILITY

The principal investigator (PI) or co-PI must have a primary faculty appointment in Emergency Medicine. The PI assumes responsibility for all grant activities. The proposal must include a transdisciplinary collaboration, with at least two specialties, disciplines, or stakeholder groups.

INSTITUTIONAL SUPPORT

The applicant is required to demonstrate that the project will be successfully completed at their institution. The applicant must demonstrate institutional accessibility to resources (e.g., patient population, or database) that will be available for study during the funding period to successfully complete the proposed study. **Research must be approved by the institutional review board (IRB), or its equivalent, before funds will be available.**

The applicant must also submit a letter from each Chair of the Department(s) represented by the PI(s) of the application. The letter must demonstrate the equivalent of at least $20,000 in support by the institution or department of adequate funds, including support required by the grant mechanism or time allocated to the applicant to complete the proposed study. The applicant must submit letters of support if the proposed project uses facilities not routinely available to or directly under the supervision of the sponsoring program.

This support can come from institutional funds (e.g., startup packages, chair funding) or other career development awards (e.g., K08, K23, KL2, VA, GEMSSTAR, Beeson awards).

EVALUATION OF APPLICATIONS

Each application will undergo scientific review by the EMF Scientific Review Subcommittee with GEAR 2.0-ADC involvement. Each application will be judged primarily on the following:

1. The relevance to research priorities established by the GEAR 2.0-ADC;
2. The transdisciplinary study team;
3. Significance of the project to emergency care of PLWD and their care partners;
4. Innovation;
5. The soundness of the research approach;
6. The likelihood the project will be successfully completed and lead to further research funding.

Each application will also undergo review by a panel of community stakeholders empaneled by the GEAR 2.0-ADC. Both the EMF Scientific Review Subcommittee and the community stakeholder panel will provide scores to the GEAR 2.0-ADC Executive Committee and EMF Board of Directors, who will make final funding decisions. All decisions are final and not subject to appeal. Selected grantees will be notified as early as June 2022 to allow for preparation for the earliest funding start date of July 2022.

TERMS OF THE AWARD

The GEAR 2.0-ADC / EMF / WHI Pilot Project grant funds will be per policy of the funding sources. Disbursement of payments will be contingent upon satisfactory progress reports.

Project Support

Awardees will be expected to participate in GEAR 2.0 educational webinars and programming as well as present project progress at bi-monthly work in progress videoconferences. If remediation is necessary, investigators will be given early intervention consultations with the Research and Data Core members of the GEAR 2.0-ADC as necessary to address gaps and concerns.

Limitations on Awards

Funds may be used for materials and supplies and to provide salary support. Capital equipment expenditures (costing more than $5,000 and a life of over one year) must be justified in the budget. Payments will be made to the principal investigator's institution that will be responsible for administering the funds. Please note that the award includes funds from **three different sources (NIH, EMF, WHI)** with **three different indirect rates**. NIH funds will need to include both the costs proposed for the project (direct costs) PLUS institutional overhead costs for facility and administrative support (indirects costs at institutional negotiated rates) as part of total costs for proposed budget. Non-NIH funds from West Health Institute will need to include 10% institutional overhead for indirects. **EMF does not allow indirects.** GEAR 2.0-ADC, WHI, and EMF will not be responsible for cost for publications, travel, renovations, or secretarial support. Detailed audited financial reports may be required. GEAR 2.0-ADC, WHI, and EMF are not fiscally responsible for funds necessary for the project's completion.

GEAR 2.0-ADC administrative staff will assist awardees in navigating the financial supports of the grant. Please contact them early in the proposal development process: gearnetwork@yale.edu

Change of Status of Principal Investigator
If the principal investigator changes affiliations or ceases research in the field for which the award was made, the award will terminate, and the remaining balance will be returned to the respective funding source.

Liability of the EMF and GEAR 2.0-ADC
The EMF, WHI, and GEAR 2.0-ADC assumes no financial liability if patient care responsibilities of any kind are undertaken by the program faculty or investigator. The principal investigator and his or her institution acknowledge that the GEAR 2.0-ADC, WHI, and EMF are not legally liable for the conduct of the institution, the principal investigator, the program faculty, or any associate investigators.

Patent Policy
The principal investigator and institution acknowledge that, though unlikely, if a patentable invention or discovery is conceived, or conceived and reduced to practice by GEAR 2.0-ADC / EMF / WHI-supported personnel under the award, the GEAR 2.0-ADC, WHI, and EMF must be apprised of the invention and the institution's plans for protecting such invention under existing institutional patent policy. The GEAR 2.0-ADC, WHI, and EMF will defer to NIH and institutional and federal policies. EMF reserves the right when the institution has no patent policy, or organizational policies are not in compliance with those of the federal government, to claim rights and interests in the invention or discovery.

PUBLICATIONS
All discoveries resulting from work supported in part by the GEAR 2.0-ADC / EMF / WHI Pilot Project Grant should be made available to the public and scientific community through scientific and/or public policy channels such as national meetings and peer-reviewed publications, in line with applicable NIH policies regarding open access and attribution of funding. Publications must also acknowledge the support of the GEAR 2.0–ADC, WHI, and the EMF.

PROGRESS REPORTS AND MONEY MANAGEMENT
The principal investigator will submit a six-month progress report and a final progress report within thirty days of the conclusion of the award year. Failure to provide the reports will delay transmission of funds. Furthermore, failure to provide interim and final reports to the EMF, WHI, and GEAR 2.0-ADC may negatively impact the institution’s ability to apply for future EMF, WHI, and/or GEAR 2.0-ADC awards. GEAR 2.0-ADC, WHI, and EMF will maintain the copyright of all such reports. Progress reports must include an accounting report using generally accepted accounting procedures showing the distribution of funds with a signature from an institutional official (e.g., accountant, grants manager, administrator from the Office of Sponsored Research). If grant funds are unspent at the end of one grant cycle, grant awardees can request a no-cost extension for up to one year. The GEAR 2.0-ADC, WHI, and EMF reserves the right to withhold release of interim funds if >25% of the previous cycle remains unspent. Any unspent monies at the project’s conclusion will be returned to the respective source of the unspent funds.

SURVEYS
The principal investigator and the institution will be surveyed periodically following completion of the award regarding career paths, subsequent grants/contracts obtained, and publications. The principal investigator and the institution will be expected to respond to these surveys as the GEAR 2.0-ADC will rely on such information to support continuation of the award program.

ABSTRACT PRESENTATION – ACEP RESEARCH FORUM
Awardees are required to present their work at the American College of Emergency Physicians (ACEP) Scientific Assembly/Research Forum immediately following the completion of the award. At the time of submission, abstracts must not have been accepted for publication in any journal. Abstracts may not be

presented at any U.S. nationwide emergency medicine meeting or major international emergency medicine meeting prior to the ACEP Scientific Assembly. Presentation at non-emergency medicine meetings is allowed after presentation at ACEP. Funds cannot be requested to cover the travel cost nor registration to Research Forum.

CONTACT INFORMATION

Please address questions to Cynthia Singh, MS, Deputy Executive Director at csingh@acep.org and to Jeffrey Dussetschleger, DDS, MPH, GEAR 2.0-ADC Project Coordinator at jeffrey.dussetschleger@yale.edu

APPLICATION INSTRUCTIONS

Do not submit an incomplete application. **An application will be considered incomplete if it is illegible, if it fails to follow instructions, or if the material presented is insufficient to permit an adequate review**. Unless specifically required by these instructions (e.g. human subjects certification, vertebrate animals verification) do not send supplementary material.

The application consists of the following sections:

1. COVER PAGE

Name the **one** person responsible to the applicant organization for the scientific and technical direction of the project. Choose a title that is descriptive and specifically appropriate, rather than general. List the mentor and any associate investigators. (See sample below)

2. SCIENTIFIC ABSTRACT (limit 1 page; 500 words)

The abstract should succinctly describe every aspect of the proposed project. Include rationale, research hypothesis, specific aims, study design, study population, setting, intervention(s), outcome measures, data analysis, and significance.

3. LAYPERSON SUMMARY (limit 1 page; 500 words)

The abstract should succinctly describe the proposed project in terms understandable to persons living with dementia, their care partners, and community stakeholders who will be reviewing this statement. Include the significance, specific aims, study design, study population, setting, intervention(s), outcome measures, and data analysis.

4. TABLE OF CONTENTS

5. RESEARCH PROPOSAL (limit 6 pages)

Please use the following subheadings:
Specific Aims

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
- List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
- Specific Aims may be less than but no more than one page.

Significance

- Describe how your project addresses GEAR 2.0's mission and its research priorities. (Research Priorities GEAR 2.0 – GEAR (gearnetwork.org))
- Explain the impact of the condition on the health of individuals and populations.
- Explain how the potential for the study to improve healthcare and outcomes.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

Innovation

- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

Approach

- If available, include information on PD/PI's preliminary studies, data, and or experience pertinent to this application. Preliminary data can be an essential part of a research grant application and help to establish the likelihood of success of the proposed project.
- Describe overall strategy, methodology, analytic plan, including sample size/power calculations (unless able to justify not needing this) used to accomplish specific aims of project.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- Describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed or future work.
- Please include an explicit timeline and your plans for obtaining extramural support upon successful completion of the proposed project.

6. PERSONAL STATEMENT (limit 1 page)

The applicant should compose and submit a personal statement that addresses:

a. The applicant's interest in the topic and this project
b. The applicant's perception of his/her role in the project
c. Any additional pertinent experience or interests the applicant wishes the committee to consider

7. ROLE OF PARTICIPANTS (limit 1 page)

List the principal investigator, co-investigator, and others involved in the research. Include a brief description of how and to what extent each will be involved in the proposed project and how the transdisciplinary team will function.

8. BIOGRAPHICAL SKETCHES

Use the latest NIH Biographical Sketch Format Page (for grants due on/after January 25, 2022) available on the internet at https://grants.nih.gov/grants/forms/biosketch.htm. Information is requested for the applicant and any collaborators / co-investigators.

9. RESOURCES AND ENVIRONMENT

Describe the research facilities (laboratory space, clinical population, etc.) available. If computer access or statistical support is available, it should be described in this section.

10. LETTERS OF SUPPORT

11. BUDGET

Download the GEAR 2.0-ADC Budget Template (Excel). In this section, clearly detail the support provided by your institution to meet the $20,000 matched support. **Provide a budget narrative** to indicate how the money will be spent, accounting for direct costs in addition to indirect costs. Justify all major expenditures. Use the current NIH salary cap. Due to the multiple sources of funding for this award and varying rules of facility and administrative support, applicants must complete the budget spreadsheet provided in the above link. Specifically, applicants must explain which parts of your proposed budget will be covered by the GEAR 2.0-

ADC / EMF / WHI Pilot Project Grant and which parts will be met by your institution's contribution. Please attach the complete budget spreadsheet within your application's PDF. **Instructions on completing the budget can be found on page 14 below.**

12. OTHER SUPPORT

List all current and pending intramural and extramural research funding for the applicant, mentor and co-investigators. For each item indicate the grant identification number, grant type, PI, funding source, annual direct costs, funding period, percent effort, grant title, and brief description of project. For all items indicate whether there is any scientific or budgetary overlap with the current proposal. See the NIH Other Support page for more details: https://grants.nih.gov/grants/forms/othersupport.htm

13. ETHICS

Human subjects. For all research involving human subjects, a part of the peer review process will include careful consideration of protections from research risks, as well as the appropriate inclusion of women, minorities, and children. The EMF Scientific Review Committee will assess the adequacy of safeguards of the rights and welfare of research participants, and the appropriate inclusion of women, minorities, and children, based on the information in the application. This evaluation will be factored into the overall score. The information on the protection of human subjects that you are required to provide in this section is identical to information that you will be required to provide for IRB at your own institution and are required by most Federal agencies.

The applicant should include specific measures on how protected health information (as defined by the Human Health Services) will be handled in accordance with the Privacy Rule of the Health Insurance Portability Accountability Act (HIPAA). This section must address the following items:

1. **RISKS TO THE SUBJECTS**
    a. Human Subjects Involvement and Characteristics

    Describe the proposed involvement of human subjects in the work outlined in the Research Design and Methods section. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as fetuses, neonates, pregnant women, children, prisoners, institutionalized individuals, or others who may be considered vulnerable populations. Note that 'prisoners' includes all subjects involuntarily incarcerated (for example, in detention centers) as well as subjects who become incarcerated after the study begins. List any collaborating sites where human subjects research will be performed and describe the role of those sites in performing the proposed research.

    b. Sources of Materials

    Describe the research material obtained from living human subjects in the form of specimens, records, or data. Describe any data that will be recorded on the human subjects involved in the project. Describe the linkages to subjects and indicate who will have access to subject identities. Provide information about how the specimens, records, or data are collected and whether material or data will be collected specifically for your proposed research project.

    c. Potential Risks

    Describe the potential risks to subjects (physical, psychological, social, legal, or other), and assess their likelihood and seriousness to the subjects. Where appropriate, describe alternative

treatments and procedures, including the risks and benefits of the alternative treatments and procedures to participants in the proposed research.

2. ADEQUACY OF PROTECTION AGAINST RISKS

a. Recruitment and Informed Consent

Describe plans for the recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed studies will include individuals who are unable to consent for themselves, such as adults that lack capacity, describe the process of consent and assent adherent to IRB requirements. Include a description of the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. Informed consent document(s) need not be submitted.

b. Protection Against Risk

Describe planned procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss plans for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Studies that involve clinical trials (biomedical and behavioral intervention studies) must include a description of the plan for data and safety monitoring of the research and adverse event reporting to ensure the safety of subjects.

3. POTENTIAL BENEFITS OF THE PROPOSED RESEARCH TO THE SUBJECTS AND OTHERS

Discuss the potential benefits of the research to the subjects and others. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and others.

4. IMPORTANCE OF THE KNOWLEDGE TO BE GAINED

Discuss the importance of the knowledge gained or to be gained as a result of the proposed research, specifically as it relates to PLWD and/or their care partners. Discuss why the risks to subjects are reasonable in relation to the importance of the knowledge that reasonably may be expected to result.

5. DATA AND SAFETY MONITORING PLAN (if applicable)

If your research includes a clinical trial, create a heading entitled "Data and Safety Monitoring Plan." Provide a general description of a monitoring plan that you plan to establish as the overall framework for data and safety monitoring.

6. VERTEBRATE ANIMALS (if applicable)

For all applications involving vertebrate animals, the applicant must address the following five items. These five points may be copied and pasted directly into the application.

a. Provide a detailed description of the proposed use of the animals in the work outlined in the Research Design and Methods section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.
b. Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.
c. Provide information on the veterinary care of the animals involved including the name of the supervising veterinarian. Include information from the Association for Assessment and

Accreditation of Laboratory Animal Care International: the name of the accredited parent organization (e.g., University of X) and the certificate number and date of last inspection.

d. Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.
e. Describe any method of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If not, present a justification for not following the recommendations.

14. LITERATURE CITED

15. APPENDIX

Include letters of support from the department chairs, co-investigators, and collaborators (required). Include proof of IRB approval or submission. Copies of questionnaires and relevant testing forms should also be included as appendices. No page numbering is necessary for Appendix. Do not use appendix to circumvent page limitations for research plans. Do not include experimental methods, protocols or figures that should be incorporated within the research project description.

16. SIGNED STATEMENT OF CONDITIONS (see below)

Cover Page Sample

Full Name with Titles: _____

Name of Institution: _____

Grant Category: _____

Project Title: _____

Amount Requesting: _____

Principal Investigator (*Last, first, middle*): _____

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STATEMENT OF CONDITIONS GOVERNING THE GERIATRIC EMERGENCY CARE APPLIED RESEARCH NETWORK 2.0-ADVANCING DEMENTIA CARE / EMERGENCY MEDICINE FOUNDATION / WEST HEALTH INSTITUTE PILOT PROJECT GRANT

It is understood that any GEAR 2.0-ADC / EMF / WHI Pilot Project Grant approved by the GEAR 2.0-ADC and EMF will be made with the following conditions:

1. Institutional overhead or indirects are not allowed on EMF's portion of the funding.
2. The principal investigator's institution is organized for humanitarian purposes and is established as a non-profit organization.
3. All reports of work achieved with this grant will acknowledge the support of the Geriatric Emergency Care Applied Research Network 2.0 – Advancing Dementia Care, Emergency Medicine Foundation, West Health Institute, and any co-sponsors.
4. Any discovery that arises from work supported by the GEAR 2.0-ADC / EMF / WHI Pilot Project Grant will be submitted for publication in accordance with NIH policy.
5. Independent progress reports by the applicant will be submitted to the EMF, WHI, and the GEAR 2.0-ADC mid-project, and within thirty days of completion of the funding period. Additional reports may be required like presenting project progress at bi-monthly work in progress videoconferences. The EMF, WHI, and GEAR 2.0-ADC will maintain the copyright of all such reports.
6. Grantees must submit the abstract of the funded project to the ACEP Research Forum at the end of the project. Research Forum is held each year during the American College of Emergency Physicians Scientific Assembly. Grant funds may not be used for registration nor travel.
7. If the named principal investigator leaves the institution or terminates research in the designated field, all remaining funds revert to the EMF, WHI, and GEAR 2.0-ADC, depending on the source of funding. If unused funds exist at the completion of the project, all remaining funds revert to their respective funding source(s).
8. Patent rights will conform to institutional and NIH standards. If none exist, the Emergency Medicine Foundation reserves the right to protect such interests.
9. No research proposal will be funded unless the Principal Investigator and the Institutional Official of the sponsoring institution affirm:
    a. That the investigation(s) proposed in this application are endorsed by the Human Subjects Committee or other designated body of the preceptor's institution, and
    b. That any research involving human subjects conforms with the principles of the Helsinki Code of the World Medical Association, and
    c. Research involving human subjects or vertebrate animals must be approved by the institutional review board (IRB), or its equivalent, and
    d. That research involving vertebrate animals will conform to the "Guiding Principles in the Care and Use of Animals" as approved by the Council of the American Physiological Society, and
    e. Research involving vertebrate animals must have approval from the Institutional Animal Care and Use Committee.

_____	_____
Date, Signature of Principal Investigator	Type Name of Principal Investigator
_____	_____
Date, Signature of co-PI, if applicable	Type Name of co-PI, if applicable
_____	_____
Date, Signature of Institutional Official	Type Name of Institutional Official

GERIATRIC EMERGENCY CARE APPLIED RESEARCH NETWORK 2.0 – ADVANCING DEMENTIA CARE / EMERGENCY MEDICINE FOUNDATION/ WEST HEALTH INSTITUTE

PILOT PROJECT GRANT BUDGET WORKSHEET INSTRUCTIONS

Please follow these instructions with the accompanying Excel Geriatric Emergency Care Applied Research Network 2.0 – Advancing Dementia Care (GEAR 2.0-ADC) / Emergency Medicine Foundation (EMF) / West Health Institute (WHI) Pilot Project Award Budget Template.

The funding for the GEAR 2.0-ADC / EMF / WHI Pilot Project Awards come from the following sources:

Source	Total Amount	Indirect Rate
GEAR 2.0-ADC (NIA funded)	$55,375 (includes direct and indirect costs)	NIH Institutional Indirect Cost Rate
Emergency Medicine Foundation (EMF)	$8,750	None
West Health Institute (WHI)	$7,875 (includes direct and indirect costs)	10%
Institution Commitment (**Required**)	Minimum $18,000	None
TOTAL	**$90,000**	

NIH Salary Cap applies to all award money.

The award budget template has the required formulas to calculate the budget imbedded.

Enter your information in the cells colored in light blue. Items to be entered include:

- PI name
- Institution name
- Institution NIH indirect rate (IDC)
- NIH Salary Cap
- Salary, percent effort and fringe rate for all study staff
- Equipment (if any)
- Travel (if any)
- Other Expenses (if any) (if the item is exempt from IDC, use appropriate line)
- Sub-Contracts (if any)

If you have staffing needs beyond those listed on the “Detailed Budget” page include the additional staff on the “Add’l Personnel”. The information will automatically carry over the “Detailed Budget” page.