

The Progeria Research Foundation, Inc.

Medical Research Grant Application Guidelines

Thank you for your interest in medical research grants from the Progeria Research Foundation (PRF). The attached guidelines will provide you with a brief introduction to the goals and policies of PRF, and lists the specific information required when submitting a proposal.

I. Statement of Research Grant Policy and Procedures

The Progeria Research Foundation awards grants to applicants who seek to conduct research to find the cause, treatment, or cure for Hutchinson-Gilford Progeria Syndrome (HGPS).

II. Application Guidelines

The following general guidelines apply to PRF research grants:

- a. Principal investigators must hold post-doctoral positions or beyond.
- b. Awards will be granted only to applicants affiliated with institutions with 501(c)3 status, or the equivalent for foreign institutions.
- c. Proposed projects must have specific relevance to HGPS, and show promise for contributing to the scientific advancement in this field of study.

III. Funding Guidelines and Limitations

- a. Projects will ordinarily be funded for a period of one to two years. Under exceptional circumstances, funding will be continued for a third or fourth year of the project.
- b. Grant awards will be provided in amounts up to \$50,000 per year.
- c. Payment will be made on a quarterly basis at the beginning of each quarter, with the exception of the final quarter of each year of the grant, which will be paid within thirty days receipt and approval of the year-end report as specified in Section VI below.
- d. PRF reserves the right to withhold payment at any time pending resolution of any discrepancies in the use of funds, and/or if the specific aims are not met, all as set forth in the grant proposal and any revisions required thereto by PRF prior to acceptance and approval.
- e. Awards may not be contributed to a unified or pooled fund that will be used to award grants or support other projects.
- f. Grants are awarded on the basis of the content of the proposal, as well as the specified Principal Investigator and sponsoring institution. If the principal investigator(s) terminates his/her affiliation with the institution identified in the grant award, and wishes to continue the project at another qualified sponsoring institution, the principal investigator must notify PRF in writing. PRF reserves the right to require resubmission of the grant with the appropriate changes in staff and/or venue, and PRF reserves the right to reject such a change.
- g. If the principal investigator(s) wishes to discontinue the project prior to completion, he/she must notify PRF in writing within sixty days of termination of work on the project. The original institution identified in the grant award shall have the opportunity to identify another principal investigator(s) within sixty days of notification. PRF reserves the right

to require resubmission of the grant with the appropriate changes in staff and PRF reserves the right to reject such a change. If the original institution does not wish to continue the project, the remaining funds from the grant award as of the date of termination of work on the project must be returned to PRF.

f. The following will not be funded:

- Overhead or indirect costs
- Collaborator salaries
- Salaries or stipends for students, except for summer research positions
- General institutional expenses
- General fundraising campaign expenses such as dinners and mass mailings

- Religious, political, or other research that does not fall within PRF's areas of interest, as described above
- Journal subscriptions, advertisements, tuition fees, professional society dues, meals, receptions, or parking fees

IV. Processing of Grant Applications

Grant applications will be accepted and considered on a biannual basis. The PRF Medical Research Committee will review each proposal and present its recommendations to the Board of Directors, whose decisions on awards are final. The Board of Directors will consider proposals at their May and November meetings. The deadline for applications to be considered at a specific Board meeting is six weeks prior to the meeting date. The applicable meeting dates and deadlines for 2004-2005 are listed below, and future dates and deadlines can also be found on the PRF website (www.progeriaresearch.org):

<u>Meeting date</u>	<u>Application deadline</u>
November 18, 2004	Revised deadline – October 21, 2004*
May 19, 2005	April 7, 2005
November 17, 2005	October 6, 2005

* **All proposals submitted after October 7th must be received in both hard copy (via US mail) and electronic form (sent to info@progeriaresearch.org)**

Notification of accepted and denied proposals will be made within two weeks of the Board of Directors meeting. For approved awards, the grant period will begin within four months thereafter, at the discretion of the principal investigator.

V. Detailed Application Instructions

Guidelines for completing proposals are described below. Submission of an incomplete application will result in a delay in review or non-consideration. Due to administrative resources, only proposals written in the English language will be considered.

a. Format:

- Maximum length is ten one-sided pages, single-spaced, using a standard 12-point font (information page, documentation, budget information, project personnel, funding history, references, diagrams and drawings are not included in the 10-page limit)
- Number each page consecutively
- Include principal investigator's name on each page as a header
- Abbreviate only after complete wording has been provided
- Use standard black type that can be photocopied
- Black and white diagrams and drawings are recommended

b. Content:

The proposal should describe the rationale and potential importance of the project, and should include the specific aims and research design and methodology. Summarize previous relevant work with progress to date.

Include sufficient detail in a concise manner to facilitate evaluation of the proposed work. Reviewers will consider brevity and clarity of the proposal to be indicative of a focused approach to a research objective and the ability to achieve the specific aims of the project.

The application should include the following items:

- I. *Principal Investigator Information Page*
 - A. **Name of organization:** Provide the name of the affiliated non-profit organization
 - B. **Title of project:** Choose a title that is descriptive and specific, not general
 - C. **Principal Investigator:** Provide name and relevant title(s)

- D. **Contact information:** Provide mailing address, telephone number, fax number, and e-mail address
- E. **Specific amount requested:** Indicate the total dollar amount requested from PRF for the first year of the application.

II. Project Description

- A. **Abstract:** Provide a project summary that addresses the following: What problem does the project address? Why is the work important to children with HGPS? How will the project be accomplished? Signify up to eight key words in bold lettering.
- B. **Specific aims:** List the project's objectives and describe concisely the specific goals of the research, including any hypotheses to be tested. One page is recommended.
- C. **Background and significance:** Briefly outline the background of the proposed project. Include a critical evaluation of previous research and existing knowledge, and specifically identify the gaps that the project is intended to fill. State explicitly the importance of the proposed research by relating the project's specific aims to the medical issues of HGPS patients. Two to three pages are recommended.
- D. **Preliminary studies:** For new applications, a report of the principal investigator's preliminary studies is recommended.
- E. **Research design and methods:** Describe the research design and methodology that will be used to accomplish the project's specific aims. Include the means by which data will be collected, analyzed, and interpreted. Describe facilities, laboratory space, and major equipment that are pertinent to the project. Describe any new methodology and its advantage over existing techniques. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the project's aims. Provide a tentative sequence or timetable for the project. Describe any procedures, materials, or situations that may be hazardous to personnel and the planned precautions to be exercised.
- F. **Human subjects:** Regulations require that all affiliated institutions establish and maintain appropriate policies and procedures for the protection of human subjects. If applicable, briefly describe the population of subjects involved in the project, the process for informed consent, and the means by which protection will be ensured. Provide proof of current or pending project approval by an Institutional Review Board or similar oversight committee.
- G. **Animal studies:** All proposals must conform to regulations for the safe and humane treatment of animals. If applicable, briefly describe the animals to be studied, and measures to minimize pain and discomfort. Provide proof of current or pending project approval by the institution's Animal Use and Protection Committee or similar oversight group.
- H. **Budget:** Provide a detailed budget for Year One and, if applicable, Year Two of the project. See attached budget form.
- I. **Budget justification:** In narrative form, provide justification for the following budget items: salary and benefits for the principal investigator and other project personnel; travel, printing/publications, consultant costs, patient care costs; and equipment and supplies. Travel to professional meetings for the purpose of presenting grant-funded work will be limited to Year Two of any proposal.
- J. **Project personnel:** Provide the name, title, and role of any individual who will be involved in the project, including the principal investigator. Indicate the percent effort that each person is expected to devote to the project. Provide the curriculum vitae (CV) of the principal investigator and any collaborator(s). The CVs are not included in the ten-

page limit for the proposal, and the CV of the collaborator(s) may be abbreviated to include relevant work and publications.

- K. **IRS 501 c (3) determination letter, or its equivalent for international institutions.**
- L. **Funding history:** If applicable, indicate the amount and granting organization for any other sources of funding for the proposed project. For the principal principal investigator, provide a list of current funding support as well as awards received in the past five years.
- M. **Letters of reference:** For principal investigators who are at the assistant professor level or below, provide two sealed, confidential letters of reference on behalf of the principal investigator.
- N. **Institutional support:** Provide a letter of institutional endorsement of the project, signed by an appropriate official and the institution's business manager or fiscal officer. Provide contact information for each.

c. Submission

Submit the original and nine unstapled copies of the completed application, as well as a copy of the proposal on a 3.5" IBM-formatted floppy diskette (preferably in PC, not in MAC, format). Mail materials to:
The Progeria Research Foundation
Grants Division
PO Box 3453
Peabody, MA 01961-3453

Fed Ex or other delivery service address: 532 Lowell Street, Peabody MA 01961.

Application materials and further information can be obtained from The Progeria Research Foundation at the above address, via the website (www.progeriaresearch.org) or by contacting the organization at one of the following:

The Progeria Research Foundation
Email: kcody@progeriaresearch.org
Phone: 978-535-2594
Fax: 978-535-5849

d. Acknowledgement of Receipt

PRF will acknowledge receipt of proposals by mail within fourteen days. Applications will be reviewed for completeness within thirty days of receipt, and then will be forwarded to the Medical Research Committee. Applicants submitting incomplete proposals will be notified by mail and applications will be held on file pending receipt of all required documents.

VI. Responsibility of Recipient

The recipient of any grant award from PRF must use the funds for the specific purpose for which they were originally intended in the grant application. PRF requires a detailed accounting of all funds expended, and a project progress report to be submitted every six months, with annual reports at the end of each grant year or more frequently at the discretion of PRF with thirty days notice, and a final report within 60 days of the end of the project. Any funds not used in the manner specified above must be returned to PRF, and any budget change that is greater than 10% of the total budget amount must be submitted in writing for approval by the PRF Medical Research Committee, such approval not to be unreasonably denied. Principal investigators may apply for an extension of time to use remaining funds at the end of the grant period. For two-year grant awards, funds not used in the first year will be available for use in the second year if written approval is obtained from PRF. Additionally, each principal investigator shall submit an annual progress report on the project.

is a party, and carried out during the tenure of the PRF Grant, will be subject to the current Patent, Intellectual Property and Technology Transfer Policy of PRF in effect at the time
1) an application for a patent is submitted, and/or 2) the execution is initiated of a licensing or other agreement that will have an application of value such that its use, licensing, lease or sale can generate revenue; as well as being subject to the corresponding policies of the institution where the work was performed.

The principal investigator shall notify PRF in advance of intent to participate in any contractual arrangement or to submit a patent application.

PRF endorses the principles of the Association of American Medical Colleges (AAMC) report, "The Maintenance of High Ethical Standards In The Conduct of Research."

PRF does not fund scientific research that involves the use of human fetal tissue. With respect to human and animal experimentation, the Executive Officer of the sponsoring institution and the principal investigator affirm: that the investigations which might involve human subjects have been endorsed by a committee on clinical investigation, or other clearly designated appropriate body, of the sponsoring institution; and that any research involving human subjects will conform ethically with the guidelines prescribed by the National Institutes of Health (NIH) including the provision of suitable explanation to human subjects or their guardians concerning the experimental design and all significant hazards, so that they may be in a position to provide appropriate informed consent prior to the investigations; and that research involving animals will conform with the current "Guide for the Care and Use of Laboratory Animals," NIH publication, DHHS/USPHS, and with federal laws and regulations, and has been approved by the Institutional Animal Care and Use Committee; and that wherever applicable, the research protocol will be reviewed and approved by the institution's biohazards committee, as well as conforming to NIH guidelines.

The nature of this arrangement is a funding agreement, and no employment or agency relationship is created.

The Progeria Research Foundation, Inc. is not responsible for any claim, judgment, award, damages, settlement, negligence or malpractice arising from the research or investigation related to this award. The institution acknowledges responsibility for the conduct of research or investigations related to this award, and releases The Progeria Research Foundation, Inc. from all claims or liability that may arise from the conduct of research or investigations related to this award resulting from any act or omission on the part of the institution, its employees, agents, or representatives.

PRF reserves the right to modify the terms or conditions of this contract with six months written notice to the Principal Investigator and the sponsoring institution.

SIGNATURES APPEAR ON THE NEXT PAGE

Signature of Principal Investigator

Print Name

Date

Address

City, State, Zip Code

Telephone and FAX Numbers

Internet E-Mail Address

Award Period From, To

Date

Name of Fiscal Officer preparing Expenditures Report

Title

Address

City, State, Zip Code

Telephone and FAX Numbers

Internet E-Mail Address for Fiscal Officer