

Grant Application Guidelines



Thank you for your interest in medical research grants from The Progeria Research Foundation (PRF). PRF is a driving force worldwide in finding treatments and the cure for Progeria and its aging-related disorders, including heart disease. We invite qualified scientists with faculty appointments or the equivalent to submit applications for research grant funding. These guidelines provide a brief introduction to the goals and policies of PRF, and list the specific information required when submitting a proposal.

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NOTE: All required resources and forms for Letters of Intent and/or grant submission can be found at <https://www.progeriaresearch.org/grant-application/>

I. Key Dates

*These dates may vary slightly. All dates will be business days.

	Round 1	Round 2
Letter of Intent due	January 2	July 1
Invitation to submit full application	3-4 weeks after receipt of LOI	
Full application due	April 1	October 1
Award notification	July 1	January 2

II. Funding Opportunity Description

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 (Progeria, or HGPS).

A. **Research Focus:** PRF's research focus is highly translational. Topics must fall within the following research priorities:

1. Projects that are likely to lead to clinical treatment trials within 5 years. This includes the discovery and/or testing of candidate treatment compounds in cell-based or animal models of HGPS. Only proposals that test compounds in a progerin-producing animal or cell model will normally be considered. Analyses in non progerin-producing models are acceptable, but only as a comparison to progerin-producing models and with strong justification.
2. Development of gene-, biomolecule-, drug-, and cell-based therapies to treat Progeria
3. Assessment of natural history of disease that may be important to developing outcome measures in treatment trials (preclinical or clinical)

III. Award Details

- A. **Phase I Proposals:** Awards are typically for 1-2 years at a maximum of \$75,000/year.
- B. **Phase II Proposals:** Phase I investigators may be invited to submit a follow-up Phase II grant proposal. These Phase II Grant proposals are generally by invitation only. They will be reviewed on the regularly scheduled grant review meeting dates.

IV. Eligibility

- A. For Phase I proposals, Letters of Intent (see item VIII. below) must be submitted to PRF and submission invitations must be extended by PRF prior to submission of full proposals.
- B. Principal Investigators must hold faculty appointments or equivalent at institutions with 501(c)(3) tax-exempt status, or the equivalent for foreign institutions. Co-Principal Investigators are allowed.
- C. Proposed projects must have specific relevance to HGPS and show promise for contributing to the scientific or clinical advancement in this field of study (see Research Focus in item II).
- D. PRF encourages the use of its Cell and Tissue Bank for samples required for research. For more information on the PRF Cell and Tissue Bank, please follow this link:

V. Project Facilitation

- A. A grant advisor, usually a member of the PRF Medical Research Committee, will be assigned to each funded project.
- B. A progress report will be submitted every 6 months (grant months 6,12,18, and a final report within 60 days of the end date of the grant) to PRF.
- C. The grant advisor will meet (via phone or teleconference) with the grantee at strategic times throughout the project period. These meetings will occur within a month after report submission at 6, 12 and 18 months. The purpose of these advisory meetings is to discuss progress, pitfalls, and changes in project direction, and to provide assistance in any way possible to facilitate the achievement of project aims.
- D. Collaboration/Presentation: In order to foster interactions among grantees and others interested in Progeria research, all grantees will be required to present their work at each PRF workshop taking place during their funding period, including any approved no cost extension period. PRF workshops are held every other year. The duration of PRF workshops are usually 2.5 days. Please note that the grantee is required to attend the PRF workshops in their entirety, to maximally promote discussion, collaboration, and progress on Progeria research.

VI. Funding Guidelines and Limitations

- A. PRF will conduct a thorough cost analysis for each project during evaluations of submissions. In the event that funding is offered at a different level than originally requested, a revised budget in the amount of awarded funds will be required along with acceptance of the grant award.
- B. Payments will be made on a quarterly basis at the beginning of each quarter, with the exception of the year-end and final payments, which will be paid within thirty days after receipt and approval of the reports required at that time, as specified in the Grant Agreement Form. Payments will be forfeited if reports are not received within the specified time noted in the Grant Agreement Form unless an extension has been granted by PRF in advance of the due date.
- C. Upon award, bank/recipient information must be provided on the Grant Agreement signature pages. If grant payments will be made by check and FedEx is preferred as the delivery method, please inform the Grants Administrator upon award, providing the institution's FedEx account information for shipping/billing. If the institution does not have an existing account with FedEx, fees for shipping will be deducted from quarterly grant payments. Payments made to foreign institutions will be wired to the grantee's bank of choice. Wiring fees will be deducted from the total grant amount paid each quarter.
- D. PRF reserves the right to withhold payment or terminate grant funding at any time pending resolution of any discrepancies in the use of funds, and/or if the specific aims are not adequately addressed, all as set forth in the grant proposal. This includes any revisions to the original grant proposal required by PRF prior to acceptance and approval of the grant.
- E. Awards may not be contributed to a unified or pooled fund that will be used to award other grants or support other projects.
- F. If the PI terminates his/her affiliation with the institution identified in the grant award, and wishes to continue the project at another qualified sponsoring institution, the PI must notify PRF in writing at least 4 months prior to the change. 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 change.

G. If the PI 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 PI 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.

H. The following will not be funded:

1. **Salaries in excess of the NIH salary cap.** PRF operates under the same salary cap restrictions as the NIH. Effective January 2020, the NIH salary cap is \$197,300. Please refer to this link for periodic changes to the salary cap. http://grants.nih.gov/grants/policy/salcap_summary.htm
2. **Overhead or indirect costs.** No indirect costs will be provided. *Exception:* if an institution has a strict, written policy which does not allow researchers to apply to granting organizations that do not pay indirect costs, and if there have been no exceptions to that policy, PRF will negotiate a minimal rate. The policy must be provided for review.
3. **Salaries or stipends for students are only allowed in proportion to actual effort towards the specific project.** PRF funds cannot be used for time spent in classes, thesis preparation, etc.
4. **General institutional expenses** usually covered by institutional overhead policies
5. **General fundraising campaign expenses** such as dinners and mass mailings
6. **Religious, political, or other research** that does not fall within PRF's areas of interest
7. **Journal subscriptions, advertisements, tuition fees, professional society dues, meals, receptions, or parking fees**

VII. Processing of Grant Applications

Letters of Intent will usually be accepted and considered two times per year after a public call is made. The PRF Medical Research Committee (MRC) will then review each letter. After review, select Investigators will be invited to submit a full grant application.

When full grant applications are received the MRC will review them and present its recommendations to the PRF Board of Directors, whose decisions on awards are final.

Notification of accepted and denied proposals will be made within three weeks of the Board of Directors meeting. For approved awards, the grant period should normally begin within three months thereafter.

Please email researchgrants@progeriaresearch.org or visit our web site at <https://www.progeriaresearch.org/application-deadlines/> for the most up to date submission schedule.

VIII. Letter of Intent (LOI) Submission Guidelines

THE FOLLOWING INFORMATION IS REQUIRED FROM APPLICANTS FOR PHASE I PROPOSALS ONLY

Please submit all materials in the LOI for the proposed research as a single PDF, which is to include the following information in this order:

- A. Title of proposal
- B. Hypothesis
- C. Précis of specific aims and planned methods, with particular attention to experience with the proposed methods
- D. Impact statement explaining the importance of the proposed work to the PRF research priorities and mission
- E. Preliminary data

Items A-E may not exceed a total of 2 pages.

- F. Current and pending financial support. If there is partial support for the proposed project, please specify. If there is no current support, state "NONE".
- G. If the applicant holds a current PRF research grant, include a summary of progress (1 page).
- H. Principal Investigator's biographical sketch (NIH format)

Submit the LOI to researchgrants@progeriaresearch.org

Only LOIs written in the English language will be considered. Submissions must be **received** by 5:00 PM EST of the deadline date and must be in the format detailed above.

Submissions will be acknowledged by email within one business day.

Note to returning applicants:

If the applicant previously submitted a full proposal that was reviewed but not funded, a full response to the critique is not necessary in the LOI. However, relevant remarks may be included. These remarks may be supplied on a separate, additional page within the LOI PDF.

IX. Grant Application Guidelines

Submission of an incomplete application will result in a delay in review or in non-consideration. Only proposals written in the English language will be considered. Submissions must be **received** by 5:00 PM EST of the deadline date and must be in the format detailed below.

A. Format

1. All required information listed on the Grant Application Checklist, detailed in Sections C1-C4 below, are to be submitted as a single PDF
2. Proposal PDF file name must start with the last, then first name of the primary applicant/PI.
3. Maximum length for Section C3, *Project Description*, is eight pages, single-spaced, using 8.5"x11" (US) or A4 (Europe) size pages and Arial 11-point or Times New Roman 12-point font.
NOT INCLUDED in this 8-page limit are: Section C1. *Checklist*, Section C2. *Principal Investigator Information Form*, and Section C4. *Additional Information*.
4. Number each page of entire submission consecutively. (This includes all documents submitted within the single PDF.)
5. Include Principal Investigator's name on each page as a header
6. Abbreviate only after complete wording has been provided, and provide a list of abbreviations as indicated in section C4b.
7. Use standard black type that can be photocopied

B. Content

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.

C. Required Information

The application should include the following items, in order, as a single PDF.

1. Checklist
2. Principal Investigator Information Page – **Use form provided on application website**
 - a. **Name of organization:** 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 (PI)/Co-PI(s):** Name and relevant title(s)
 - d. **Contact information:** Mailing address, telephone and fax numbers, e-mail
 - e. **Type of award applied for:** Phase I (new grant application), Phase II (grant continuation award)
 - f. **Is this a resubmission?** Yes No
(Resubmissions of previously rejected grants are considered new grant applications.)
 - g. **Specific amount requested:** Indicate the total dollar amount requested from PRF annually, as well as the overall total
3. Project Description (Maximum of 8 pages)
 - 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? What is your hypothesis/objective? How will the project be accomplished? Signify up to eight key words in bold lettering.
 - b. **Specific aims:** List the project's objectives and rationale, and describe concisely the specific goals of the research, including any hypotheses to be tested.
 - c. **Impact statement:** State explicitly the importance of the proposed research by relating the project's specific aims to the medical issues of HGPS patients and PRF's priorities.
 - d. **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.
 - e. **Preliminary studies:** Preliminary studies directly related to HGPS are encouraged but not required. Descriptions of your progress in investigations related to specific aims are highly recommended.
 - f. **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 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 timetable for the project.
 - g. **For Resubmissions only:** In 1-2 pages, please provide a point-by-point response to the prior MRC critiques. (This is not included in the 8-page limit for the Project Description items a-f).
 - h. **For Phase II only:** In 1-2 pages, please provide justification for funding beyond the original funded project. (This is not included in the 8-page limit for the Project Description items a-f).
4. Additional Information – Listed in order
 - a. **Literature cited:** List the references cited in Section 3
 - b. **Abbreviations:** List complete wording for all abbreviations used
 - c. **Facilities:** Describe facilities, laboratory space, and major equipment that are pertinent to the project.
 - d. **Hazardous materials:** Describe any procedures, materials, or situations that may be hazardous to personnel and the planned precautions to be exercised.
 - e. **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.

- f. **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.
- g. **Budget:** Provide an individual detailed budget for year one and, if applicable, year two. **Use budget form provided on website. Budgets must be completed using U.S. dollars.** Provide the name, title, and role of any individual who will be involved in the project, including the Principal Investigator/Co-PI(s), even if salary is not funded by this grant. Indicate the percent effort that each person is expected to devote to the project.
- h. **Budget justification:** In narrative form, provide detailed 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. (This does not apply to travel to PRF workshops, which can be budgeted in Year One or Two) Please note that PRF will evaluate proposed budgets in a detailed manner, and may ask for further justification or alter awards based on its internal budget evaluation. In the event that funding is offered at a different level than requested, a revised budget in the amount of awarded funds will be required with acceptance of the grant award.
- i. Provide a **Biosketch** in NIH format that is abbreviated to emphasize experience relevant to the research proposal being submitted, for all key project personnel and collaborator(s).
- j. **IRS 501(c)(3) determination letter, or its equivalent for international institutions:** Provide a copy of the official 501(c)(3) letter, or its equivalent, stating that the institution is tax-exempt.
- k. **Funding history:** If applicable, indicate the amount and granting organization for any other sources of funding to each project participant for the proposed or related projects. For the Principal Investigator, provide a list of **all** current funding support as well as awards completed in the past five years. Provide the project summaries for current grants to the Principal Investigator.
- l. **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. Include contact information for each.
- m. **Letters of support**

D. Submission

- a. All submissions must be received by 5:00 PM EST of the deadline date. It is strongly encouraged that online submissions be made at least 24 hours prior the deadline, in the event of technical difficulties.
- b. The grant proposal must be submitted as a complete, single PDF, containing all elements of the application. The Application Checklist should be the first page of the document, and all sections should be arranged in the order presented in the checklist found on the application website.
- c. Submission may be made in any of the following ways:
 - o Email to researchgrants@progeriaresearch.org
 - o Dropbox or a similar file-sharing option can be used if the file is too large for regular email.
 - In this case, applicant must email researchgrants@progeriaresearch.org to notify Grants Administrator of the submission. Instructions for the Grants Administrator to access the account and retrieve the submission, including login information (username and password) for the account containing the proposal, must be included within this notification email.

Application materials can be found at <https://www.progeriaresearch.org/grant-application/> and further information on research can be obtained from: <https://www.progeriaresearch.org/research-funding-opportunities/> or by contacting PRF at:

Phone: 978-535-2594
Fax: 978-535-5849
Email: researchgrants@progeriaresearch.org

E. Acknowledgement of Receipt and Completeness

1. An email confirming receipt will be sent within 1 business day of submission. This confirms that PRF received the documents but it does not confirm that the submission is complete.
2. Upon receipt, PRF will review applications for completeness and will notify applicants within 3 business days of any missing parts of the application. Applicants receiving notice of incomplete proposals must provide the missing parts within 48 hours of such notification. Applications may be rejected if not complete within the required time.
3. We suggest on-line submissions be made no later than 24 hours prior to the submission deadline, in the event that technical difficulties occur.

Responsibility of Recipient

Upon notice of award, the grant recipient and institution are expected to agree in writing to the terms of the Grant Agreement and the PRF Intellectual Property Policy. This form can be found on the application website.