



## Grant Application Guidelines

### **Instructions**

Submission should be formatted according to the following outline and include all the elements indicated. Submissions should be single-spaced, have 1" margins, and contain characters of no less than size 12 font.

The curriculum vitae of the principal investigator and relevant co-investigators should be included with the grant application.

### **Title of Project:**

**Principal Investigator:** Name; Degree; Department, Institution  
(Example: John Smith, M.D., Dept of Medicine, Institution)

**Co-Investigators:** Name; Degree; Department, Institution

**Abstract:** Include background, hypothesis and specific aims, methods - no more than 250 words.

### **A. Specific Aims**

State the hypothesis and specific aims. List the long-term objectives and what the proposed research will accomplish. (Suggested length: a paragraph or two)

### **B. Background and Significance**

Sketch the background leading to this study, evaluate existing knowledge, and identify gaps, which this study will fill. State the importance of the research by relating the specific aims to the long-term objectives. (Suggested length: ½ - 1 page)

### **C. Preliminary Studies/Progress Report**

Provide an account of previous studies and/or information that establishes the experience and competence of the investigator to pursue the protocol. (Suggested length less than 1 page)

### **D. Research Design and Methods**

Describe the research design and procedures to be used (what, when, how). Include the anticipated length of duration of the study and if there are any early termination criteria. If it would help communicate the protocol more clearly, provide a flow diagram or timetable. Study specific procedures, personnel, and

materials should be described in enough detail that a knowledgeable investigator could reproduce the study based on the description provided). Non-standard procedures or techniques should be explained in greater detail. (Suggested length at least 1-2 pages)

**E. Statistical Methods**

Provide biostatistical design, power calculations determining the number of subjects or participants, and the proposed analysis. NOTE: If needed, a statistician should be consulted regarding study design, sample size planning, and statistical methods.

**F. Gender/Minority/Pediatric Inclusion for Research**

For studies involving human subjects, protocols should consider the inclusion of women, minorities, and children.

**G. Human Participants (for protocols involving human subjects)**

If human subjects are to be used during the conduct of the research project, a copy of the Institutional Review Board (IRB) approval or comparable institutional approval should be made available upon request.

**H. Animal Subjects**

If animal subjects are to be used during the conduct of the research project, a copy of the Institutional Animal Care and Use Committee (IACUC) approval or comparable institutional approval should be made available upon request.

**J. Literature Cited**

List only literature cited within the grant application. Use a format of any standard peer-reviewed journal preferred by the investigators.

**K. Budget**

Present an itemized budget for the protocol. Please note that in general the CRF does not pay for publication costs or investigator travel to academic meetings. Further, as a nonprofit organization, the CRF does not provide funds for overhead expenses or indirect costs.

**Additional Information**

1. There is no provision for overhead or indirect expenses for the term of this award.
2. Overlap in funding is not allowed by the CRF. The CRF may terminate funding if a grant with similar or identical Specific Aims, funded by another organization is identified. While the CRF allows applicants to submit the same grant to multiple organizations for

the purposes of obtaining funding, if the grant is funded first by another organization, then it is the applicant's responsibility to notify the CRF in writing that the grant issued by the CRF must be declined. Similarly, if alternate funding is obtained after the award of a CRF grant is made and the grantee chooses the alternative funding, the CRF must be notified and the CRF award will be terminated.

3. A standardized finance summary of expenses relative to the disbursement of this grant must be submitted within 90 days after the end of each grant year. Future and current funding is contingent upon receipt of the Finance Report. Please use the accrual method of accounting. The standardized format **MUST** be submitted as a hard copy.
4. Unexpended funds are to be returned to the CRF. Carry over of unexpended funds (positive or negative) to a subsequent grant period is usually not allowed. Requests for permission to carry over budget balances to a subsequent grant period will be reviewed on a case-by-case basis and must be approved in advance by the CRF. A justification citing how the carry-over was incurred and how the funds are expected to be spent **MUST** accompany all carry over requests. If a request for carry over is rejected, the CRF may either request the return of the unused funds or, alternatively, future (or current) funding will be reduced by the carry over amount.
5. In the event your grant is funded, you will receive a CRF Notice of Award letter. The letter must be signed and returned by PI, and the investigator must supply the contact information to arrange for the transfer of grant funds. In addition, if applicable, a copy of the approval by the appropriate institutional committee for use of human or animal subjects must be forwarded to the CRF.
6. There are three expectations related to receipt of grant awards: 1) Regular progress reports will be submitted. 2) A written final progress report will be submitted at the conclusion of the grant. 3) The expectation is that the CRF will be acknowledged in any academic paper or publication. Each subsequent year's grant will be contingent upon completion of these three expectations.
7. The CRF must be notified immediately of any substantive personnel change.
8. It is expected that resources (e.g., probes, vectors, DNA sequence, cloned genes, antibodies, transgenic animals, etc.), developed with full or partial support of the CRF and reported in a scientific publication, be shared upon request with legitimate investigators in a generous and timely fashion in order to advance the research goals of the CRF.
9. The Choroideremia Research Foundation is not responsible for any claim, judgment, award, damages, settlement, negligence, or malpractice arising from the research or

investigation related to this award. The investigator's institution must acknowledge responsibility for the conduct of research or investigations related to this award, and indemnifies the CRF from all claims of 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.

10. Under certain conditions, the CRF may provide funding for the purchase of legitimate scientific equipment for use in active - supported research grants. Requests for the purchase of such equipment are considered on a case by case basis and the CRF reserves the right to property ownership of all equipment purchased with CRF funds. Following the termination of a CRF grant, the CRF retains the right to transfer the property to another CRF grantee or institution. Equipment purchased with CRF funds is to remain under the control of the grantee when such individual transfers to another academic institution.