**Research Grant Application Packet**

**Contents**

Research Objectives, Priorities & Operating Principles 2

Guidelines for Submission of Research Grant Proposals 3

Instructions to Scientific Reviewers 4

Grant Review Process 5

Research Grant Proposal Cover Sheet – *Template* 6

Project Budget – *Template* 7

**To Submit an Application:**

* Format all grant application materials using 11-point Arial font and at least 0.75-inch margins. PROPOSALS WITH SMALLER FONTS OR MARGINS WILL BE RETURNED.
* Send a PDF of your Letter of Intent or Research Grant Application to: research@fanconi.org

**For further information:**

Telephone: 1-541-687-4658, 1-888-326-2664 (toll free in U.S.)  
Fax: 1-541-687-0548

Email: research@fanconi.org

# Submission and Other Important Dates

|  |  |
| --- | --- |
| **Round 1 Dates** | **Round 2 Dates** |
| **Letter of Intent Due Date:** February 15, 2016  **Investigator Informed of Decision (Letter of Intent):** March 14, 2016  **Grant Submission Due Date:** April 22, 2016  **Board of Directors Decision Date:** August 12, 2016  **Investigator Informed of Decision:** August 19, 2016 | **Letter of Intent Due Date:** August 15, 2016  **Investigator Informed of Decision (Letter of Intent):** September 5, 2016  **Grant Submission Due Date:** November 1, 2016  **Board of Directors Decision Date:** March 24, 2017  **Investigator Informed of Decision:** March 31, 2017 |

# Frequently Asked Questions

**Is a letter of intent required?** Yes.

**What is the length of your grants?** Our grants are usually for one to two years.

**What is the budget limit?** We do not have a specific budget limit and the budget awarded is based on the research proposed. However, grants awarded average $150,000–$175,000 for two years.

**Can I include PI salary on the grant application?** Yes.

**Can I include overhead (F&A)?** No.

**Do you fund grants for international research?** Yes.

**Do you fund postdoctoral fellowships?** We do not have specific fellowship grants. However, we have approved funding for postdoctoral fellows who submitted research proposals with their mentors.

**Research Objectives, Priorities & Operating Principles**

The Fanconi Anemia Research Fund seeks to improve the lives of individuals with Fanconi anemia through research that focuses on the rapid discovery and development of therapies or strategies that treat, control, or cure Fanconi anemia.

We have particular interest in supporting interdisciplinary and translational research efforts that effectively address one or more of the following priorities:

* To understand how alteration of the Fanconi anemia genes and their products lead to the clinical manifestations of Fanconi anemia.

* To determine the causes of bone marrow failure, myelodysplasia and leukemia in individuals with Fanconi anemia, and to develop strategies to prevent, treat, and cure these disorders.
* To define the pathogenesis of Fanconi anemia-associated cancers, and to develop strategies for prevention, early detection, treatment and cure.
* To identify practical and proactive management strategies that families and persons with Fanconi anemia can use to maintain a high quality of life.
* To support the creation of shared resources, databases, and technologies for the international Fanconi anemia research community.

**Operating Principles:**

* We foster active engagement and partnership of Fanconi anemia families with clinicians and researchers in designing and pursuing our objectives.
* We invite proposals from collaborative research groups and individual investigators that are responsive to the Fund’s research objectives, and advance one or more of the above priorities.
* We sponsor conferences and symposia with the specific goals of advancing knowledge, publicizing discoveries and fostering the broadest possible collaborations to advance the above objectives.
* We require all grant recipients as well as conference and symposium attendees to make data, models and tools rapidly available in the public domain.

**Guidelines for Submission of Research Grant Proposals**

1. A Letter of Intent (LOI) is required for research funding consideration. The LOI is limited to one page and must include **(1)** Specific Aims, **(2)** Lay Abstract, **(3)** Total Funds Requested and **(4)** Translatable Applicability. A submitted LOI longer than one page will be returned.
2. Investigators will be informed in a timely manner whether or not they have been invited to submit a full proposal. Only invited proposals will be accepted for review.
3. Funding decisions on grant proposals will be made in either March or August.
4. Most grants are funded for a one- or two-year period, but occasionally, grants beyond two years will receive funding. In this case, the applicant must explain why the project requires the longer period by separating the tasks into separate projects for shorter time periods, sequentially.
5. The scientific body of the application must be **no more than six pages** (items b-c below). Page numbers must be included. ***Note:*** *References cited are not included in the six-page limit. Supporting material may be included as appendices.* PROPOSALS THAT EXCEED THE PAGE LIMIT WILL BE RETURNED.
6. Research grant proposals must include the following:
   1. Proposal Cover Sheet (see page 6 below) – Include specific aims and use lay language to the extent possible. Use space provided.

LIMIT TO 6 PAGES *[proposals that exceed the page limit or use small fonts (<11‑point) or margins (<0.75‑inch) will be returned]*:

* 1. Research Strategy – Include scientific background, preliminary studies, hypotheses, experimental approach (overall strategy, methodology, and analyses to be used), expected results and benchmarks of success, strengths and weaknesses of the project, potential problems and alternative strategies.
  2. Statement of Relevance to the Fund’s Research Priorities. Also comment on the project’s significance and innovation.
  3. If the project involves FA patients, indicate whether you will collaborate with another center to increase the number of FA patients in the study. List the centers and contacts.
  4. Explain how the project could be sustained, if appropriate, after the requested funding period.
  5. Statement detailing other grant support available to your lab, if relevant to this project, including pending applications.
  6. ‘Letters of Intent to Collaborate’ from other individuals, research institutions, or facilities that will participate in the project.
  7. Detailed budget and budget justification. Use the attached form entitled *Project Budget*. **Note:** *The FA Research Fund does not fund indirect costs.*
  8. Complete biographical information on the principal investigator, co-investigators, and any other personnel significant to the proposal.
  9. Statement of facilities available for the project at your institution.
  10. A ‘Letter of Support’for the project from department chair and institution.

1. Indicate in the cover letter if you prefer that certain researchers NOT review the application. The Fund will attempt to honor the preference but reserves the right to select the reviewers that best meet the Fund’s need for a rigorous review of the application.

**Instructions to Scientific Reviewers**

A single score is given to each proposal recommended for future consideration as an estimated numerical indicator of its scientific merit. Reviewers use their own standards of excellence to arrive at this estimate of scientific quality using the set of adjectival descriptors below. Only applications with significant and substantial scientific merit are scored. All other applications are "Not Recommended for Further Consideration."

**Rating System:**

Each reviewer votes on a scale of 1.0 to 5.0, using increments of 0.5. The best possible score achieved is 1.0 with 5.0 indicating the poorest rating. Ratings should be reached and recorded independently. Applications not recommended for further consideration are not rated.

Each reviewer is expected to use his or her personal standards of excellence in arriving at a priority score. Merit assessment includes such factors as how the recommended research would advance knowledge given the state-of-the-art in the disciplines involved; the likelihood of accomplishing this; the technical and scientific competence of the investigators; the degree of institutional support; the adequacy of facilities and resources; and the internal organization, administration, and quality control management. The following questions will be asked of each grant application reviewer:

**Approach of Proposed Work**: Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well integrated, well reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?

**Innovation**: Is the project original and innovative? For example, does the project challenge existing paradigms or clinical practice, and address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?

**Significance**: Does this study address an important problem? If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced? What will the effect of these studies be on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

**Qualifications of Investigators**: Are the investigators appropriately trained and well-suited to carry out this work? Is the proposed work appropriate to the experience level of the principal investigator and other researchers? Does the investigative team bring complementary and integrated expertise to the project (if applicable)?

**Budget**: Is the proposed budget reasonable? Is the requested period of support in relation to the proposed research reasonable? **Note:** The priority score should not be affected by the evaluation of the budget.

**Protection of Human & Animal Subjects from Research Risk (if applicable)**: What is the involvement of human/animal subjects? Do the proposed studies protect human/animal subjects from research risk relating to their participation in the proposed research?

**Environment**: Does the scientific environment in which the work will be done contribute to the probability of success? Do the proposed studies benefit from unique features of the scientific environment, or subject populations, or employ useful collaborative arrangements? Is there evidence of institutional support?

**Therapeutic Value:** Please describe the projects therapeutic value as it relates to the FA population and their needs. Is there a level of risk involved?

# Grant Review Process

The Fanconi Anemia Research Fund uses a three-tier grant review process.

**Tier One:** The scientific merit of an application has to be established by a minimum of two, but usually three peer reviews.

**Tier Two:** The Proposal Review Committee, a sub-committee of the Board of Directors, reviews the application in conjunction with the peer reviews and makes a funding recommendation to the Board of Directors.

**Tier Three:** The Board will then determine whether to approve or deny funding based on the scientific merit of the grant proposal, conformity with the FA Research Fund’s Research Priorities, and budget considerations.

**Below is an overview of the process** (*Please review page 1 for application process due dates)*:

**Stage 1:** Submitted letters of intent are sent to the Proposal Review Committee for potential funding determination.

**Stage 2:** Principal Investigator is informed of the status of their letter of intent and is either invited to submit a full grant application or is advised it was not recommended for further consideration.

**Stage 3:** Invited proposals, received by the submission date, are internally processed and external reviewers are determined. Once confirmed, materials are forwarded to independent peer reviewers.

**Stage 4:** Once peer reviews have been received, each grant application’s materials are sent to the Proposal Review Committee for review.

**Stage 5:** The Committee debates each applicant’s materials and, on occasion, solicits further information.

**Stage 6:** The Committee writes a report outlining the status and thoughts of each research grant application and subsequently numerically ranks the reports to either be funded or not.

**Stage 7:** The Board of Directors reviews the application materials and, on occasion, solicits further information or requests a revision of the proposal.

**Stage 8:** The Board of Directors holds an official vote.

**Stage 9:** The Principal Investigator is informed of the funding decision within a week.

# Research Grant Proposal Cover Sheet

**Date of Application**:

**Principal Investigator(s):**

**Address, Telephone, Fax, and E-mail:**

**Project Title:**

**Total Funds Requested:**

**Length of Time Funding Required:**

**Name/date/amount of additional funding applications made for this project:**

# Summary of Proposed Investigation

# Project Budget

*List Direct Costs Only*

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| --- | --- | --- | --- | --- | --- |
| **Personnel**  **(Applicant Organization Only)** | | **Time/Effort** | | **Fund Requested** | |
| **Name** | **Position Title** | **%** | **Weekly Hours & Salary** | **Fringe Benefits** | **Totals** |
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| **Equipment (Itemize)** | **Totals** |
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| **Supplies (Itemize By Category)** | **Totals** |
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| --- | --- |
| **Other (Itemize By Category)** | **Totals** |
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| **Total Requested Amount** | **$** |