



Klarman Family Foundation Grants Program in Eating Disorders Research

2012 Grant Cycle

Administered by The Medical Foundation,
a division of Health Resources in Action

Terms of the Award

The Klarman Family Foundation Grants Program in Eating Disorders Research is administered by The Medical Foundation, *a division of **Health Resources in Action*** (HRiA). HRiA is a nonprofit organization in Boston that advances public health and medical research.

Award Amount and Funding Period: Two-Year Awards totaling \$400,000 USD (\$200,000 per year) and One-Year Pilot Studies of up to \$150,000 USD will be awarded for the funding period of June 1, 2012 – May 31, 2014 and June 1, 2012 – May 31, 2013 respectively. The start date may be postponed for up to three months without a formal request. Longer delays must be approved by The Medical Foundation, *a division of Health Resources in Action*. A delayed start date will not reduce the total Award Period (i.e., a project start date of September 1, 2012 will revise the two-year project end date to August 31, 2014 or the one-year project end date to August 31, 2013).

Awards are made to nonprofit academic, medical or research institutions throughout the United States, Canada and Israel on behalf of the Award Recipients. The Award Recipient Institution is responsible for the administrative and financial management of the project, including any subcontracts, and maintaining adequate supporting records and receipts of expenditures.

Institutional Assurances: The Award Recipient must adhere to all national, state and local regulations regarding the use of animals, radioactive or hazardous materials, and recombinant DNA in this research project. If applicable, the Award Recipient is expected to adhere to all national, state and local regulations regarding human studies, including informed consent. The appropriate national, state, and local guidelines with regard to scientific misconduct must also be in place and enforced at the Award Recipient Institution.

It is the responsibility of the Award Recipient Institution to make sure that all approvals regarding use of animals or human subjects are in place prior to releasing any Award funds. The signatures of the Authorized Institutional Representative on the Application Face Sheet and the Institutional Officer on the "Institutional Officer Acceptance Agreement" confirm this oversight.

Financial Responsibilities of Award Recipient Institution: The Award Recipient Institution will keep systematic records of all expenditures relating to this Award. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc. will be retained by the Institution

for three (3) years after the close of the Award period and will be available for inspection by representatives of the Klarman Family Foundation during normal business hours and upon reasonable notice throughout this period. The Klarman Family Foundation may, at its own expense, examine, audit, or have audited the records of the Institution insofar as they relate to activities supported by this Award.

Use of the Award Funds and Payment Schedule: The laws of the United States place certain restrictions on the manner in which funds awarded by charitable trusts and foundations may be expended. The Award from the Klarman Family Foundation may be used to support salaries and fringe benefits; laboratory and data processing supplies; other direct expenses including equipment essential to the project; travel to scientific meetings; and publication of scientific data.

Salaries must be in proportion to the percent effort on the research project. However, percent effort may exceed the percent of total compensation requested from the Klarman Family Foundation. Funds may not be used for new construction, the renovation of existing facilities, general operating costs, fundraising, endowments, any political activity, or accumulated deficits.

Indirect costs (institutional overhead) may not exceed 10% of direct costs or up to \$18,182 each year for the \$400,000 Two-Year Award and up to \$13,634 for the maximum \$150,000 One-Year Pilot Study. The annual amount, including overhead, is \$200,000 per year over the two-year Award Period or up to \$150,000 for the One-Year Pilot Study.

The grant monies which have been awarded, including any interest earned thereon, may only be used for the purposes stated in this document.

Annual Award payments in the amount of \$200,000 for Year 1 of the \$400,000 Award will be made in two equal installments on or before June 30, 2012 and on or before December 31, 2012. Award payments for Year 2, if approved, will also be made in two installments on or before June 30, 2013 and on or before December 31, 2013. Similarly, Award payments for the One-Year Pilot Study will be made in two equal installments on or before June 30, 2012 and on or before December 31, 2012.

Reporting Requirements: Year 2 funding for the Two-Year Award is contingent upon the timely submission of Progress and Financial reports and a satisfactory assessment of the Award Recipient's progress by the Scientific Review Committee.

Each April, throughout the Award Period, Award Recipients will furnish a Research Progress Report and a Fiscal Progress Report to The Medical Foundation division. Final Research and Fiscal Reports are due sixty (60) days following conclusion of the Award period. The Award Recipient will receive an email notice and forms for all yearly reports. All reports must be emailed to the Program Officer, Gay Lockwood at GLockwood@hria.org.

Re-Budgeting: Expenditures are expected to be within reasonable range of the Budget that was submitted with the grant application. Requests for re-budgeting or reallocation of grant funds over \$20,000 must be conveyed by email to the Program Officer. The request must include the current and revised allocation of funds along with specific detail and justification for the reallocation.

Carryover of Funds and No-Cost Extension: For the Two-Year Awards, any funds remaining at the end of Year 1 of the Award period may be carried over to Year 2. For both the One and Two-Year Awards, a **no-cost extension** for **up to nine months** may be granted upon email notification to the Program Officer. This communication must include an explanation for the extension, the unexpended balance, and a timeline for completing the project. Any funds remaining at the completion of the extended project period must be returned to The Medical Foundation division within sixty (60) days.

Transfer or Termination of Award: Awards are made to the Institution on behalf of the designated Award Recipient. If the Award Recipient moves to another nonprofit research institution during the Award period, transfer of funds to continue the project at the Award Recipient's new institution must be approved by The Medical Foundation division. If approved, the Award Recipient will be responsible for completing and signing a Transfer Form and coordinating the fund transfer.

If the Award Recipient is not continuing his/her research in another nonprofit research setting, the Award will be cancelled and unused funds must be returned within sixty (60) days. Disposition of any equipment purchased by the Award Recipient with Klarman Award funds will be evaluated on a case by case basis.

Transfer of the Klarman Family Foundation Award to another P.I is not permitted.

It is also the responsibility of the Award Recipient as well as the Institution to notify The Medical Foundation division of any change in employment status of the Award Recipient at least thirty (30) days prior to such change.

Unused Funds and Reversion: Should any of the following events occur, The Medical Foundation division, on behalf of the Klarman Family Foundation, may demand repayment of all unexpended portions of the Award; moreover, all unpaid installments may be cancelled.

- A determination, preliminary or otherwise, is made by the United States Internal Revenue Service, or foreign equivalent of a tax collection and tax law enforcement agency, that the Award does not constitute a qualifying distribution.
- The Award Recipient Institution fails to perform any of its duties, in the judgment of The Medical Foundation division or its Scientific Review Committee, required by the Terms of the Award. In such cases, The Medical Foundation division shall provide no less than thirty (30) days termination notice in writing to the Institution, upon which the Institution shall have an additional thirty (30) days following receipt of such notice within which to cure any deemed failures.
- The Award Recipient Institution ceases to be exempt from income taxes under the United States Internal Revenue Service Code, or foreign equivalent, or becomes a private foundation.
- There is a material change in the purpose, character, or method of operation of the Award Recipient Institution such as to jeopardize its tax status.

Confidentiality and Third Party Release: Application materials as well as Scientific Progress and Final Reports are considered confidential. The Medical Foundation division engages third parties who have the necessary expertise to review the submitted materials and evaluate each project. Although the division endeavors to protect the confidentiality of the reports by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Medical Foundation division or the Klarman Family Foundation is not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

The Medical Foundation division and the Klarman Family Foundation reserve the right to public acknowledgement of Award information (Award Recipient Name, Institution, Project Title, Award Amount, and Research Project Summary). This information will be made available at www.tmfgrants.org/Klarman and may be made available on other affiliated organization websites, publically accessible databases of privately funded awards, printed publications, and other media.

Patents, Copyright and Intellectual Property: Discoveries resulting from the research projects supported by the Klarman Family Foundation will be available publicly, without restriction on academic use. Intellectual property that may result from these research projects will be made freely available for royalty free licenses to academic researchers for academic, non-commercial research purposes. Only non-exclusive licenses are allowed for commercial purposes.

The Klarman Family Foundation will not retain any rights to published outcomes or patents that result from the research.

Scientific Meetings and Publications: Award Recipients will be expected to present a summary of their research progress at an annual Klarman Family Foundation scientific meeting in Boston, MA. Travel and overnight expenses will be reimbursed. Award Recipients are also expected to share research findings in a timely manner through professional meetings and/or publications.

Acknowledgment of Support: The Award Recipient and Institution are encouraged to announce receipt of this Award entitled, The Klarman Family Foundation Award in Eating Disorders Research and credit financial support to **The Klarman Family Foundation**. Publications or presentations resulting from research work supported by this Award must also acknowledge "The Klarman Family Foundation."

Additional Support: Awards from The Klarman Family Foundation Grants Program in Eating Disorders Research are made for a period of one or two years. In making this Award, the Klarman Family Foundation assumes no obligation to provide additional support to the Award Recipient.

Contact Information

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The Medical Foundation, *a division of HRiA*

Klarman Family Foundation Grants Program in Eating Disorders Research

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