

## The Taub Foundation Grants Program for Myelodysplastic Syndromes Research

**Invited Full Proposal Guidelines**

**Grant Cycle 2020**

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Online Submission Deadline:

Friday, March 6, 2020

12:00 Noon, U.S. ET

### **INVITATION ONLY**

Only invited applicants may apply to the second-stage of the Taub Program.

### **Award Period**

July 1, 2020 – June 30, 2023

### **Award Amount**

Up to four three-year awards of \$600,000 (\$200,000 per year, inclusive of 10% indirect costs)

### **Research Focus**

The Taub Foundation Grants Program for Myelodysplastic Syndromes (MDS) Research was created to support high-impact, innovative translational research to understand the underlying causes of MDS and to advance its treatment and prevention. The Program specifically focuses on MDS research, exclusive of AML and MPN. The Program supports translational research that includes bidirectional efforts, building upon research in the laboratory and therapeutic outcomes in the clinic. Studies focusing on molecular genetics, epigenetics, splicing factors, stem cells, the microenvironment and novel therapeutic targets relevant to MDS are encouraged. Innovative studies with transformative potential to elucidate MDS etiology and to develop new treatments are particularly encouraged.

The Taub Program supports independent investigators at all stages of their careers. To promote the expansion of the MDS research field collaborative efforts and proposals from young investigators and those from non-MDS fields are encouraged to apply.

MDS as defined by the World Health Organization (WHO), including CMML and JMML, are considered within the scope of research supported by the Taub Foundation. Proposals focused on the progression of MDS to AML are not within the scope of this funding.

## **Program Background**

The Henry and Marilyn Taub Foundation is a family foundation located in Bergen County, New Jersey. For over 45 years, The Taub Foundation has been making grants to improve education, advance medical research, and strengthen local communities and Jewish life.

Since 2014, The Henry and Marilyn Taub Foundation has worked with The Medical Foundation at Health Resources in Action (HRiA), to select the most qualified applicants. HRiA is a nonprofit organization in Boston, MA that advances public health and medical research.

## **Eligibility Requirements**

All applicants must meet the following eligibility requirements:

- Receive an invitation to submit a Full Proposal to the 2020 Taub Program;
- Hold a Ph.D., MD, M.D./Ph.D., or comparable degree, and a faculty appointment at a non-profit, academic, medical, or research institution in the United States.
- All applicants must be independent investigators with demonstrated institutional support and their own laboratory space to conduct the proposed research.
- Applicants may not have funding support for a similar project.
- Applicants may only submit one application as a PI.
- Applicants do not need to be nominated by their institutions.
- United States citizenship is not required; visa documentation is not required.

## **Proposal Review Criteria**

The Scientific Review Committee uses the following criteria to evaluate application proposals:

- Hypothesis and Research Aims that are clearly stated, based on sound precedents and supported by relevant literature and preliminary data (if applicable)
- Objectives that are well thought out, realistic, and technically feasible
- Research methodology, data collection, and data analyses that are realistic and appropriate to the proposal's aims
- Quality and originality of the research project
- Qualifications of the applicant and prior experience in conducting innovative research

## **Notification Schedule**

Upon completion of the approval process, applicants will be notified of the results in June. Funding begins July 1, 2020. Critiques of the grant applications are not provided to successful or unsuccessful applicants nor is applicant ranking.

## **Symposium Presentation**

Three-year grants totaling \$600,000 USD (\$200,000 per year) will be awarded for the funding period of July 1, 2020 – June 30, 2023. Presentation of research findings at the next Taub Foundation Grants Program for MDS Research Symposium is a mandatory condition of the grant award. The next Symposium is tentatively scheduled for Spring of 2021 in Teaneck, New Jersey. Symposium details will be sent to funded applicants. Applicants are also encouraged to attend the Workshop on Molecular Aspects of Myeloid Stem Cell Development and Leukemia ([myeloidmeeting.org](http://myeloidmeeting.org)).

**Terms of the Award**

Please review the Terms of the Award (pgs. 3-7) for information regarding use of the grant funds, reporting schedules and other Grantee and Institutional requirements.

**Frequently Asked Questions** are available for download: [hria.org/tmf/Taub](http://hria.org/tmf/Taub)

## **Terms of the Award**

**Overview:** Awards are made to non-profit academic, medical or research institutions throughout the United States 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.

The Taub Foundation Grants Program for MDS Research is managed by The Medical Foundation at Health Resources in Action (HRiA). HRiA is a nonprofit organization in Boston that advances public health and medical research.

**Award Amount and Funding Period:** Three-year grants totaling \$600,000 USD (\$200,000 per year) will be awarded for the funding period of July 1, 2020 – June 30, 2023. The start date of the Award may be postponed for up to three months without a formal request. Any longer delays must be approved by The Medical Foundation. A delayed start date will not reduce the total Award Period (i.e., a project start date of August 1, 2020 will revise the project end date to July 31, 2023).

**Institutional Assurances:** The Award Recipient must adhere to all federal, state, and local regulations regarding the use of human subjects (including informed consent), animals, radioactive or hazardous materials, and recombinant DNA in this research project. It is the Institution's responsibility to ensure that all approvals have been secured prior to releasing the Award funds. The signatures of the Authorized Institutional Representative on the Full Proposal Application Face Sheet and the Institutional Officer on the Institutional Officer Acceptance Agreement confirm this oversight.

**Liability:** The Henry and Marilyn Taub Foundation and The Medical Foundation, do not assume, and are exonerated from, any liability or responsibility for activities supported by this Award including, without limitation, incidents or accidents involving the undersigned whether on travel, in the laboratory or classroom or elsewhere.

**Indemnity:** The undersigned agrees, to the extent set forth below, to pay, and to protect, indemnify and save harmless, each of The Henry and Marilyn Taub Foundation and The Medical Foundation and each of their respective officers, directors, employees and agents (each such person being an "Indemnitee") from and against any and all claims, losses, liabilities (including penalties), actions, suits, judgments, demands, damages, costs or reasonable expenses (including, without limitation, reasonable fees and expenses of attorneys, consultants and auditors and reasonable costs of investigations) or obligations whatsoever paid or incurred by or claimed against any Indemnitee (herein collectively referred to as "Liabilities") of any nature arising directly or indirectly out of the undersigned's conduct of activities supported by this Award and its administration and use of the Award funds.

This indemnity shall survive the termination of this Agreement and shall survive until the statute of limitations has expired on any causes of action which arise hereunder and until all suits filed as a result thereof have been finally concluded.

**Scientific Misconduct:** The Medical Foundation also requires that the appropriate federal, state, and local guidelines with regard to scientific misconduct are in place and enforced at the Award Recipient

Institution. In the unlikely event that an Award Recipient is involved in an investigation of scientific and/or financial misconduct, he or she will be subject to the procedures in place at the Institution. The Institution must notify The Medical Foundation division of both the investigation and the procedures that the Institution will follow.

According to the NIH/U.S. Department of Health and Human Services, research misconduct is defined as the “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.” A finding of scientific and/or financial misconduct must be reported to The Medical Foundation division and may affect the Award Recipient’s continued eligibility for support under this Program.

**Use of the Award Funds:** The laws of the United States place certain restrictions on the manner in which funds awarded to organizations by charitable trusts and foundations may be expended. The award from The Taub Foundation may be used to support the Award Recipient’s salary and fringe benefits; salaries and fringe benefits of postdoctoral fellows, technicians or graduate students; publication of scientific data; travel to scientific meetings; laboratory and data processing supplies; and other direct expenses such as equipment essential to the project. 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 Taub Foundation.

Funds may not be used for new construction, the renovation of existing facilities, fundraising projects or endowments. Funds may not be used for any political activity, accumulated deficits, or for any other purpose prohibited by the Internal Revenue Service Code. Funds awarded for the direct costs of the project may not be used for general operating costs.

**Indirect costs** (institutional overhead): Indirect Costs may not exceed 10% of direct costs or \$18,182 each year. The annual amount, including overhead, is \$200,000 per year, for a total of \$600,000 over the three-year period of the Award. In instances where there is a subcontract, the combined dollar amount for indirects taken by both the Award Recipient Institution and the contracting institution may not exceed \$18,182 each year of the Three-year Award.

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

**Re-budgeting:** Expenditures are expected to be within reasonable range of the Budget that was submitted with the grant application. All requests for re-budgeting or reallocation of grant funds *over \$20,000 per year* must be conveyed by email to The Medical Foundation Grants Officer. The request must include the current allocation of resources along with specific detail and justification for the reallocation.

**Financial Responsibilities of Award Recipient Institution:** The 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 Award Recipient Institution for three (3) years after the close of the Award Period and will be available for inspection by representatives of The Taub Foundation during normal business hours and upon reasonable notice throughout this period. The Taub 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.

**Carryover of Funds:** Funds, up to \$50,000, remaining at the end of Years 1 and 2 of the three-year Award Period may be carried over to the next year and incorporated into that year's budget.

**No-Cost Extension:** Following the three-year Award Period, a no-cost extension for up to nine months may be requested via email notification to the Grants Officer. The Grants Officer will email a form to the Award Recipient, requesting an explanation for the extension, the unexpended balance, and a timeline for completing the project. Any funds remaining at the close of the extended project period must be returned to The Medical Foundation within sixty (60) days. Final Scientific and Fiscal Reports will be due at the completion of the extension.

**Transfer or Termination of Award:** Awards are made to the Institution where the named Award Recipient is conducting research. If the Award Recipient is planning a move to another nonprofit research institution during the Award Period, transfer of funds to continue the project must be requested via email to the Grants Officer. This communication must include a letter from the new Department Chair confirming the availability of resources to continue the project as well as a Fiscal Report stating the remaining fund balance. If the transfer is approved, the Award Recipient and the new Institution will be responsible for notifying The Medical Foundation division of the new payee information and coordinating the fund transfer.

If the Award Recipient is not continuing the 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 The Taub Foundation Award funds will be evaluated on a case by case basis. Transfer of The Taub Foundation Award to another PI is not permitted.

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

**Unused Funds and Reversion:** Should any of the following events occur, The Medical Foundation on behalf of The Taub Foundation, may demand repayment of all unexpended portions of the Award; moreover, all unpaid installments may be cancelled. The Award Recipient Institution is also required to give written notice if there is a change in the Institution's status as noted below:

- A determination, preliminary or otherwise, made by the U.S. Internal Revenue Service that the grant does not constitute a qualifying distribution.
- The 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 this Award. In such cases, the Foundation 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 U.S. Internal Revenue Service Code or becomes a private foundation.
- There is a material change in the purpose, character, or method of operation of the Institution such as to jeopardize its tax status.

**Medical and Family Leave:** The Award Recipient may continue to expend any Taub Award funds allocated to salary during medical or parental leave consistent with the Institutional level of paid leave for such purposes. Medical leave may be taken for a serious health condition of the employee or to care for the employee's spouse, child, or parent who has a serious health condition. Family leave may be granted to either parent for the adoption or the birth of a child.

**Reporting Requirements:** Awards will be made for a three-year period; award payments will be made once a year. Year 2 and Year 3 funding are 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 May, throughout the Award period, Award Recipients must submit a Research Progress Report and a Fiscal Progress Report to The Medical Foundation division. Final Scientific 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 these reports, approximately three weeks prior to their due dates. The Taub Foundation and The Medical Foundation division reserve the right to place a hold on funds in cases where the Award Recipient is non-compliant with these Reporting Requirements.

**Patents, Copyright and Intellectual Property:** Award Recipients should follow their Institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under this Award. The Taub Foundation and The Medical Foundation will not retain any rights to any intellectual property including patents, copyrights, trademarks, or other proprietary rights that result from the research.

**Confidentiality and Third Party Release:** Application Materials, as well as Scientific Progress and Final reports, are considered confidential. At times, The Medical Foundation division may contact third parties who have the necessary expertise to review the submitted materials and evaluate the project. Although The Medical Foundation 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 Taub Foundation will not be responsible for any consequences or damages resulting from the disclosure of the content of the reports to such third parties.

The Medical Foundation division and The Taub Foundation reserve the right to public acknowledgement of Award information (Award Recipient Name, Educational Background, Award Recipient Institution, Project Title and Research Project Summary). This information will be made available through the website of The Medical Foundation at HRiA ([hria.org/tmf/Taub](http://hria.org/tmf/Taub)) and may be posted on other affiliated organization websites, publicly accessible databases of privately funded awards, or published in print form or other media.

**Scientific Meetings:** Awardees will be expected to share ideas and present research findings throughout the Award period with each other, the Review Committee and at scientific meetings or symposiums. Awardees will also be expected to attend some meetings specifically used as venues for Awardee progress review. Awardee presentations and discussions at the meetings will be used by the Reviewers to evaluate project data, consider new or alternative research paths and assess overall progress. Overall, these meetings are intended to exchange ideas, share technologies and to encourage collaborative efforts.

**Additional Support:** Awards from The Taub Foundation are made for a period of three years. In making this Award, The Taub Foundation assumes no obligation to provide additional support to the Award Recipient.

**Scientific Publications:** Publications or presentations resulting from research supported by this Award must acknowledge **The Taub Foundation Grants Program for MDS Research**.

**Acknowledgements:** The Award Recipient and Institution are encouraged to announce receipt of this Award entitled, **The Taub Foundation Grants Program for MDS Research** and credit financial support to The Henry and Marilyn Taub Foundation. Disclosure of additional details regarding the Taub Foundation must be approved by the Foundation.

**Post Award Reporting:** The Award Recipient will respond to The Medical Foundation division's requests for information on his/her research progress following the Award Period and may be requested to provide a current Curriculum Vitae update information in an online database. The Recipient understands that this obligation survives the Award Period.

*Please continue to the next page for Application Instructions.*

## **Instructions for Full Proposal**

Online Submission Deadline:

Friday, March 6, 2020

12:00 Noon, U.S. ET

**Invited applicants to the Full Proposal received an email with a link to access the online application.**

### **ONLINE APPLICATION**

**Please review and update the following tabs in the online form:**

- Applicant Data: Institution, Contact, and Educational background information
- Research Project: Project Title, Keywords, Project Summary, Non-technical Summary

**Please review the following tab in the online form:**

- Key Personnel: This is read-only based on the names entered in the Initial Proposal. If this section needs to be edited, please email the Grants Officer with the correct information.

### **Attachment Instructions for PDF**

- Items A-I must be combined into ONE PDF for upload to the Online Application.
- Templates are provided for items A-C, D and G: [hria.org/tmf/Taub](http://hria.org/tmf/Taub)

**A. Face Sheet:** The Face Sheet template must be completed and signed by the Applicant and the Office of Sponsored Programs or the Institutional Officer administratively responsible for the oversight of the project. The signature of the Applicant on the Face Sheet will confirm their responsibility for obtaining any required human subjects (IRB), animal use (IACUC), or institutional equivalent approvals. In addition, the Institutional Officer's signature will confirm that all eligibility requirements have been met. Endorsement by the Institutional Officer confirms that the Institution will commit to appropriate oversight if the project is funded. The address for the Institutional Officer to receive funds should be the Lockbox or mailing address of where the award payment checks should be sent. Once all signatures have been obtained, the Face Sheet should be scanned and used as page 1.

**B. Table of Contents:** Follow the Table of Contents template and number all pages sequentially.

**C. Project Summary:** Copy the Project Summary from the Online Form into the Project Summary template. The 300-word summary should state the project's broad, long-term objectives and specific aims.

**D. Budget, Summary, and Justification:** Complete each tab in the Excel spreadsheet template. Indirect costs (institutional overhead) may not exceed 10% of direct costs or \$18,182 per year. Total support from The Taub Foundation, including overhead, is \$200,000 each year for the three-year award (\$600,000 total).

**E. Research Proposal (maximum of ten pages, excluding references cited):** Outline succinctly how the proposed research project may lead to significant improvements in the understanding of MDS

etiology, current therapeutic strategies, or create new approaches to improve the care and health outcomes of patients with MDS, or contribute to its prevention.

**Within the page limit, include these sections:**

- 1) Background and Significance (discuss project impact on MDS and/or its treatment)
- 2) Specific Aims
- 3) Preliminary data (if available)
- 4) Research design, experimental methods and analytical plan
- 5) Research limitations and contingencies
- 6) Projected Timeline of proposed research project

Research Proposal Format:

- Arial 11 font and size must be used in the text of the research proposal section.
- Use single spacing within paragraphs, double spacing between paragraphs and ½ inch or larger margins on all four sides.
- Any figures, graphs, tables or pictures must be included within the ten-page limit. For these visuals, the minimum is an 8 point-font size.
- Supplementary material (e.g. reprints of publications, appendices, and additional data) are not permitted.

**F. Biosketch of PI/Applicant (use the latest NIH biosketch, max 5 pages)**

- If applicable, please also include Co-Investigator Biographical Sketch(es) to the upload. It is not necessary to include a Collaborator's biosketch unless they are key personnel.

**G. Other Support Page:** Using the Other Support template:

- PI/Applicant should list all active and pending support, addressing potential overlap for each at the level of the specific aims with the Taub proposal.
- Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.
- Effort devoted to projects must be measured using person months. Indicate calendar, academic, and/or summer months associated with each project.
- Guidance regarding the type and extent of information requested is included within the template. Please delete the example before submission.
- **If applicable, please also provide grant overlap for co-investigator's/key personnel.**

**H. Department or Division Chair's Letter:** This letter (forwarded to the Applicant for upload) must address the applicant's qualifications to conduct the proposed research independently as well as note the space and equipment available for the completion of the project. If the applicant is Chair of his/her department, a letter of recommendation from the Dean should be submitted.

**I. Letter(s) of Collaboration (if applicable):** When applicable, letters confirming the availability of resources outside the Applicant's institution or letters confirming any significant collaboration may be included (forwarded to the Applicant for upload). These are not additional letters of recommendation.

*Out of fairness to applicants who adhere to the Guidelines, applications that do not conform to the stated instructions will be rejected.*

**Frequently Asked Questions:**

Please review the FAQs document: [hria.org/tmf/Taub](http://hria.org/tmf/Taub)

**Contact Information:**

Lindsey Carver, Grants Officer  
The Medical Foundation at HRiA  
[LCarver@hria.org](mailto:LCarver@hria.org)