

## The Taub Foundation Grants Program for Myelodysplastic Syndromes Research

Initial Proposal Guidelines

Grant Cycle 2018

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Initial Proposal Deadline:  
Thursday, November 8, 2018  
12:00 Noon, U.S. ET

### **Award Period**

July 1, 2019 – June 30, 2022

### **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.

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:

- 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

### **Application Process**

The Taub Foundation Grants Program for MDS Research is a two-stage proposal process. Applicants submit an Initial Proposal (submission instructions on pgs. 8-9) by the designated deadline. Invited applicants will be asked to submit Full Proposals due mid-March. Funding begins on or about July 1.

### **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.

## **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, 2019 – June 30, 2022. 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, 2019 will revise the project end date to July 31, 2022).

**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 Program 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 Program Officer. The PO 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 Program 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.*

## **Application Instructions for Initial Proposal**

The application process requires completion of an Online Application and upload of a PDF document that includes the Application Face Sheet, 2-page Research Proposal, and Biosketch.

Initial Proposal  
Online Application Deadline:  
Thursday, November 8, 2018  
12:00 Noon, U.S. ET

### **SECTION I: Online Application**

Please use the following links to access the online application:

Begin a **New** Online Application: [https://www.GrantRequest.com/SID\\_738?SA=SNA&FID=35073](https://www.GrantRequest.com/SID_738?SA=SNA&FID=35073)

Return to a **Saved** Online Application: [https://www.GrantRequest.com/SID\\_738?SA=AM](https://www.GrantRequest.com/SID_738?SA=AM)

**The following sections are required within the online application form:**

- Institution's Tax ID Number
- Eligibility Quiz
- Applicant Data: Institution, Contact, and Educational background information
- Research Project: Project Title, Keywords, Project Summary, Non-technical Summary, and if applicable, Co-Investigator/Collaborator information
- Attachment: A PDF document must be uploaded to the Online Application. See Section II.

### **SECTION II: Attachment Instructions for PDF**

**Items A-C must be combined into ONE PDF for upload to the Online Application.**

Forms that are handwritten will not be accepted. Please number all pages prior to upload.

#### **A. Application Face Sheet:**

The Face Sheet must be completed and signed by the Applicant and the Authorized Institutional Representative administratively responsible for the oversight of the project. Once all signatures have been obtained, the Face Sheet should be scanned and used as page 1 of the PDF. Download the Face Sheet Template here: [hria.org/tmf/Taub](http://hria.org/tmf/Taub)

#### **B. Initial Research Proposal (maximum of 2 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 2-page limit, include these sections:**

- 1) Significance and Impact;
- 2) Specific Aims;
- 3) Preliminary data (if available);
- 4) Research design, experimental methods and analytical plan

(Format instructions on the next page)

### Research Proposal Format:

- The Principal Investigator's full name should be included at the top right of the page. The name is permitted in the margin as long as it does not exceed the standard paper size.
- 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 at least one-half inch margins on all four sides.
- Any figures, graphs, tables or pictures must be included within the research proposal page-limit. For these visuals, the minimum font-size is Arial 8.
- Appendices are not permitted.

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

- **Applicants must disclose all current (active) and pending (not closed) grants and clearly indicate any potential research or budgetary overlap with the Taub proposal (e.g. Evans Foundation and/or NIH Awards).** In cases of any potential overlap or duplication, a detailed explanation of project aims must be appended to the biosketch, exclusive of the biosketch page limit, to address any apparent overlap or lack thereof.
- If applicable, please also include Co-Investigator Biographical Sketch(es) to the upload. It is not necessary to include a Collaborators biosketch unless they are key personnel.

*Out of fairness to applicants who adhere to the Guidelines, applications that do not conform to the stated application procedures or that contain more than the specified number of pages or materials will be rejected.*

### **Frequently Asked Questions:**

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

### **Contact Information:**

Lindsey Phelan, Grants Officer

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*Revised September 2018*