

Dr. Ralph and Marian Falk Medical Research Trust Awards Programs

Catalyst Award

*A program of the Dr. Ralph and Marian Falk Medical Research Trust
U.S. Trust, Bank of America, N.A., Trustee*

Proposal Deadline:

Wednesday, August 3, 2016
1:00 PM, Eastern Daylight Time

Proposal Guidelines

Grant Cycle 2016

Award Period: November 30, 2016 – November 29, 2017

Award Amount: One-year awards of up to \$300,000 (inclusive of 10% indirect costs)

The number of Catalyst Awards available will be determined by the Trustee each year, depending on the availability of funds and the merit of the applications received.

Invited Institutions (please see page 3): Select institutions may internally nominate up to two applicants for submission to the Program.

Program Overview and Statement of Purpose:

The Dr. Ralph and Marian Falk Medical Research Trust was created by Marian Falk in 1979, and was fully funded upon her death in 1991. Mrs. Falk had very strong views on how best to support biomedical research. She sought out brilliant investigators and supported them, as well as the young investigators who worked with them, by funding **“medical research to improve treatments of the past and eventually find cures for diseases for which no definite cure is known.”**

In 2014, the Falk Medical Research Trust launched a new program to fund transformational research focused on increasing the impact of its funding. These new award programs provide support in moving insights gained from basic science into clinical practice. In keeping with the intention to fund breakthrough research designed to overcome roadblocks in scientific progress, there are two separate linked awards:

- The ***Catalyst Research Award*** provides one-year seed funding to help investigators lay the foundation for the Transformational Award. Select institutions are invited to submit up to two applications per grant cycle.
- The ***Transformational Research Award*** provides two-years of additional research funding to support successful projects funded by a Catalyst Award and help them achieve their final goals. Applications will be accepted only from prior Catalyst awardees that

have successfully achieved the proposed benchmarks and milestones outlined in their Catalyst Award proposals.

The Catalyst Awards provide an opportunity to conduct preliminary work on high-risk, high-reward research addressing a wide variety of clinical disease areas. The target of the Falk Catalyst's funding are projects at the intersection of technology and clinical science, intended to move from insights gained from basic science towards creating solutions, techniques and tools that can be transferred to clinical practice in the near term. The Catalyst Awards are a stepping stone to eligibility for the Falk Transformational Awards Program. Funded Catalyst research projects included specific milestones and benchmarks that if successfully met, enable recipients to apply for additional funding through the two-year Transformational Awards program.

The Dr. Ralph and Marian Falk Medical Research Trust, U. S. Trust, Bank of America, N.A., Trustee, works 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 through the creation and oversight of biomedical research grant programs.

Research Focus:

This program is designed to support high-risk, high-reward projects that address critical scientific and therapeutic roadblocks. If successful, these projects will open new avenues for treating and curing disease. The Program has three principal areas of focus:

1. Identification of biological markers of disease activity and progression,
2. Identification of targets for therapeutic interventions, and
3. Development of therapeutic agents that will disrupt, arrest, or prevent the disease process.

***Catalyst Research Award* Guidelines:**

The Catalyst Research Award Program provides one-year of seed funding to enable planning and development of projects, teams, tools, techniques and management infrastructure necessary to successfully compete for two-year awards through the Transformational Research Award Program. Successful applications will describe the objectives of an overall research program, and provide a detailed timeline outlining the milestones and benchmarks expected to be achieved during the course of the one-year Catalyst Research Award. The work proposed in the Catalyst submission will serve to demonstrate the scientific promise, infrastructure, methods and preliminary data in support of further transformational research. Achievement of the milestones in the Catalyst proposal should indicate that the proposed innovation has sufficient promise to warrant further investment through a subsequent Transformational award.

Applications should be responsive to one of the three principle areas of Research Focus of this program, listed above.

Applications must include clear, achievable milestones that will result in projects that will be expected to have high impact on improving the lives of individuals suffering from disease.

2016 Invited Institutions:

Brown University	RI*
Case Western Reserve University	OH
Cincinnati Children's Hospital	OH
Cleveland Clinic	OH
Indiana University	IN
Leukemia & Lymphoma Society, Illinois Chapter	IL
Lurie Children's Hospital (formerly Children's Memorial Hospital)	IL
Loyola University	IL
Mayo Clinic	MN
Medical College of Wisconsin	WI
Northwestern University	IL
Ohio State University	OH
Rehabilitation Institute of Chicago	IL
Rush University	IL
Stanford University	CA*
Thomas Jefferson University	PA*
University of Chicago	IL
University of Cincinnati	OH
University of Illinois - Chicago	IL
University of Iowa	IA
University of Michigan	MI
University of Minnesota	MN
University of Wisconsin	WI
Wayne State University	MI
Yale University	CT*

* Institutions outside of the Midwest

Eligibility Requirements:

Invited Institutions may nominate up to two individual investigators who meeting the following eligibility requirements to submit an application:

- Hold a full-time faculty appointment
- Are independent investigator (s) with demonstrated institutional support and the specialized space and facilities needed to conduct the proposed research
- Applicants may not have funding support for a similar project
- United States citizenship is not required; visa documentation is not required
- Each PI may only submit one application

Collaborations:

The Trust encourages the use of collaborations between industry, government, academic and disease advocacy organizations. Awards will be made via a contract awarded to a single institution responsible for satisfying the administration, performance and reporting requirement of the contract. Other collaborating organizations, both non-profit and for-profit, may be sub-contracted to the lead institution and must designate a lead principal investigator who is responsible for performance under the contract.

In support of this collaborative approach, the Catalyst Program may provide funding to investigators for:

- Identifying any competencies necessary to complete the project that are not available within the applicant institution,
- Identifying collaborators who will provide those competencies,
- Building relationships and negotiating contracts between institutions,
- Internal development of critical expertise or tools that are not available from external sources, and
- Building the management infrastructure to support future project proposals.

Project Key Personnel:

- Principal Investigator (PI):** One principal investigator (Applicant) must be identified as the lead or administrative PI of the award, who will be responsible for all grant reporting and fiscal management. The lead or administrative PI will be the main contact for budget and reporting management.
- Co-Principal Investigator (Co-PI):** If applicable, up to one Co-Principal Investigator may be identified; the application should describe the need for a Co-PI and multiple PI management coordination.
- Co-Investigators:** Co-Investigators must provide a major intellectual contribution to the project. Co-Investigators may share Award funding.

Review Criteria:

1. Has the applicant demonstrated the *significance* of the research proposal relative to the Falk Foundation mission and research focus of the Transformational Award Program?
2. Are the *specific aims* measurable and feasible within the timeline proposed, and will they constitute a firm foundation to warrant eligibility for subsequent Transformational Award funding?
3. Are the proposed *methods* sound and, when appropriate, are proper statistical analyses provided?
4. Is the *team* capable of carrying out the proposed research, and do they have the necessary infrastructure, experience and support to do so?
5. Overall, is there a clear clinical and scientific rationale by which achievement of the specific milestones and benchmarks in this proposal demonstrates sufficient promise towards achieving high impact in addressing human disease?, Will the achievement of the proposed milestones constitute a firm foundation to warrant eligibility for subsequent Transformational Award funding?

6. *Applicants should be mindful of proper formatting and general proof reading standards and review proposals thoroughly before submitting.*

Notification to Candidates:

Receipt of submitted applications will be acknowledged by the email from the online system. Final notification to applicants will occur by October for the November 30, 2016 funding start date, upon completion of the approval process.

Terms of the Award

Overview: Awards are made to invited non-profit academic, medical or research institutions in 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 Falk Trust Awards Programs is managed 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: One-year Awards totaling up to \$300,000 will be awarded for the funding period of November 30, 2016 - November 29, 2017. 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 division. A delayed start date will not reduce the total Award Period (i.e., a project start date of January 1, 2017 will revise the project end date to December 31, 2017).

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 Application Face Sheet and the Institutional Officer on the Institutional Officer Acceptance Agreement confirm this oversight.

Liability: The Dr. Ralph and Marian Falk Trust and The Medical Foundation division of HRiA, 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.

Scientific Misconduct: The Medical Foundation division 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 Falk Trust 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 salary support requested from the Falk Trust.

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

Indirect costs (institutional overhead): Indirect Costs may not exceed 10% of direct costs or \$27,272 each year. The annual amount, including overhead, of \$300,000 over the one-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 total allowed indirects per award.

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* must be conveyed by email to The Medical Foundation Program Officer. The request must include the current and revised 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 Falk Trust during normal business hours and upon reasonable notice throughout this period. The Falk Trust 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. When requested, the Award recipient institution must be able to provide IRS form 990 tax returns and audited financial statements for the last three years.

No-Cost Extension: Following the one-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 division 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 Falk Trust Award funds will be evaluated on a case by case basis. Transfer of the Falk Trust 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 division, on behalf of the Falk Trust, may demand repayment of all unexpended Award funds; 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, is 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 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 taken by either parent for the adoption or the birth of a child.

Reporting Requirements: A Progress Narrative and Financial Report is due six months after the funding start date. The Award Recipient will receive an email notice and forms for these reports, approximately three weeks prior to their due dates. Final Narrative and Fiscal reports are due sixty (60) days following conclusion of the Award Period. The Falk Trust 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 or any other intellectual property that result from research conducted under this Award. The Falk Trust and The Medical Foundation will not retain any rights to 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. The Medical Foundation division engages 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 Falk Trust will not be responsible for any consequences or damages resulting from the disclosure of the content of these materials to such third parties.

The Medical Foundation division and the Falk Trust reserve the right to public acknowledgement of Award information (Award Recipient Name, Award Recipient Institution, Project Title and Research Project Summary). This information will be made available through the website of The Medical Foundation, a division of Health Resources in Action (www.tmfgrants.org/FalkCAP) 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 at scientific meetings or symposiums.

Additional Support: Awards from the Falk Trust are made for the specified award period. In making this Award, the Falk Trust assumes no obligation to provide additional support to the Award Recipient beyond the original award period.

Scientific Publications: Publications or presentations resulting from research supported by this Award must acknowledge the **Dr. Ralph and Marian Falk Medical Research Trust Awards Programs**.

Acknowledgements: The Award Recipient and Institution are encouraged to announce receipt of this Award entitled, the **Dr. Ralph and Marian Falk Medical Research Trust Catalyst Awards Program** and credit financial support to the **Dr. Ralph and Marian Falk Medical Research Trust, Bank of America, N.A., Trustee**. Disclosure of additional details regarding the Falk Trust must be approved by the Falk Trust.

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

Application Instructions

DEADLINES

Wednesday, August 3, 2016 (1:00 PM, Eastern Daylight Time) Online Submission

Before beginning the online submission, download and save the “Application Forms” which can be found at www.tmfgrants.org/FalkCAP

Online Submission

Use one of the following links to begin or continue the application process:

Use this link to begin a NEW application:

https://www.GrantRequest.com/SID_738?SA=SNA&FID=35089

Go to your account page to return to a SAVED application:

https://www.GrantRequest.com/SID_738?SA=AM

The following sections are required for the online submission:

A. Institution’s Tax ID Number

B. Eligibility Quiz

C. Application Data: Institution where proposed research will be conducted, Applicant’s contact information and educational background. If there are two **Co-PIs**, one must be designated as the “Administrative or Lead” PI and only that person will complete the Face Sheet. Co-PI and Co-Investigator’s name and institutional affiliation should be supplied in the Key Personnel fields, if applicable.

D. Research Project Information: Project title, key words, scientific and non-technical project summaries

E. Certification: Applicant’s initials to confirm accuracy of submitted information

F. Download required MS Word **Application Forms** at <http://www.tmfgrants.org/FalkCAP>

G. Attachments (Single PDF Upload): One PDF for upload which includes the following forms and documents (*items 1-11*). On the final PDF, make sure all pages are numbered sequentially starting with the Application Face Sheet as page #1. This PDF must be named LastName, FirstName.pdf (for example, Doe, Jane.pdf).

1. Application Face Sheet: The Face Sheet is the first page of the application and all information must be typed. Signatures of the Applicant as well as the Authorized Institutional Representative

administratively responsible for research oversight are required at the time of the upload. The Application Face Sheet is page #1.

2. **Table of Contents:** Follow the Table of Contents and **number ALL pages**, including the recommendation and collaboration letters.
3. **Research Project Summary and Performance Sites:** Complete this form according to the instructions at the top of that page. This summary will be posted on our website if the project is funded (*maximum of 400 words*).
4. **Non-Technical Project Summary:** Prepare a lay-language description of the proposed research that can be understood by the general public (*maximum of 200 words*).
5. **Biosketches:** (use the current NIH format, a maximum of five pages). If applicable, briefly describe gaps in work history including family or medical leave or active duty military service. For each source of existing funding, applicants must comment on any potential research or budgetary overlap with the submitted proposal. Applicant and (if applicable) Co-Principal Investigators and/or Co-Investigator(s) must provide biosketches.
6. **Letter of Recommendation and Commitment from Department Chair** (*person noted on the Application Face Sheet*) In addition to describing and supporting the applicant's qualifications to carry out the proposed project, the Department Chair must explain how the Award will enhance the applicant's research and describe the long term institutional commitment to both the applicant and his/her research.
7. **Letters of Collaboration** (if applicable)
8. **Budget Form A:** Complete this form for the one-year project. Personnel include co-PIs, co-investigators and collaborator(s). The Administrative Principal Investigator (Applicant) is responsible for administration and reporting of all sub-contracts and the distribution of funds. Salaries must be in proportion to the percent effort on the research project; however, percent effort may exceed the percent of total salary support requested from the Program. Institutions may elect to use the NIH salary cap in the project budget but it is not required. Total support from the Falk Trust is \$300,000 for one year.
9. **Budget Justification Form B:** Justify all proposed expenses.
10. **Current and Pending Support:** On this form, list ongoing and pending projects along with their overall goals and responsibilities of the Applicant. Clearly describe any scientific or budgetary overlap.
11. **Research Proposal:** Use Arial 11 as the typeface and font size with a minimum of single spacing within paragraphs, double spacing between paragraphs, and one inch margins on all four sides. Any figures, graphs, tables or pictures must be included within the nine page limit. For these visuals, the minimum is an 8 point-font size. The bibliography of references related to the project are excluded from the maximum of 9 pages.

The Applicant's full name should appear at the top of each page. Proposal sections include:

- Significance and impact: Use this section to describe how this proposal fits the Falk Trust mission. This section should provide a detailed rationale for the entire transformational research program, as well as providing a context for the proposed Catalyst Research Award.
- Preliminary Studies/Preliminary Data (*if available*)
- Specific Aims (*maximum one page*): These should be specific, measurable, and necessary preliminary steps for the overall research effort. These aims will form the basis of the Catalyst Award milestones.
- Catalyst Project Milestones and Research Plan Table: Create a summary table (no more than one page) based on the specific aims, that shows each milestone, the associated benchmark measure(s) of success, estimated timeline; it may also include other explanatory material (including key personnel or collaborators). The successful completion of these activities will form the basis of subsequent Transformational Award applications. Please include specific data, methods, and benchmarks that will demonstrate achievement of each milestone. Quantitative benchmarks must include statistical methods including sample size justification. *Note: All personnel and collaborations should be related to the achievement of milestones.*
- Potential Limitations and/or Pitfalls
- Optional sections, not included in page limit:* (1) management plan – required for multiple co-PI projects, optional for others. (2) Human or animal studies considerations, as applicable. For human studies, include an enrollment table that describes recruitment of women and minority participants.
- Literature Cited (*not included in page limit*)

Direct Questions to:

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