



Research Grant Application Packet

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To Submit an Application:

- All grant application materials must be formatted using 10.5-point Arial font and at least 0.5-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.)
Email: research@fanconi.org

Important Dates for the 2018 Funding Cycle (*The Fund is now on a singular grant cycle*):

Letter of Intent Due Date: October 13, 2017
Investigator Informed of Decision (Letter of Intent): November 3, 2017
Grant Submission Due Date: February 12, 2018
Board of Directors Decision Date: June 22, 2018
Investigator Informed of Decision: June 29, 2018
Earliest Project Start Date: August 1, 2018

Frequently Asked Questions

Is a letter of intent required? Yes.

What is the duration of a funded project? We typically support research grants for a one to two year project period.

How much funding does a project receive? The award amount varies by project but generally ranges from \$150,000–\$175,000 over a two year period.

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

Can I include overhead or indirect costs? 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

Note: Proposals must be submitted as a single PDF attachment with page numbers included.

Letter of Intent Submission

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.**

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. See 'Full Grant Application Submission' requirements below.

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.

Full Grant Application Submission

The scientific body of the application must be no more than eight pages and include the following (a-h):

- a. **Proposal Cover Sheet** (see template on page 6): Include specific aims and use lay language to the extent possible. Use space provided.
- b. **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.
- c. Provide a **Statement of Relevance** to the Fund's research priorities. In addition, comment on the project's significance and innovation.
- d. 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 corresponding contacts.
- e. Explain how the project could be sustained, if appropriate, after the requested funding period.
- f. Provide a statement detailing other grant support available to your lab, if relevant to this project, including any pending application(s).
- g. Provide a statement of facilities available for the project at your institution.
- h. Provide budget narrative and justification using the attached **Project Budget Template** (see page 7).

The remaining body of the application must include the following (i-k):

Note: Items (i-k) and other references cited are not included in the eight-page limit. Proposals that exceed the scientific body page limit or use small fonts (<10.5-point) or margins (<0.5-inch) will be returned. Letters of Support and Intent to Collaborate are not required to follow these formatting specifications.

- i. **Letters of Intent to Collaborate** from other individuals, research institutions, or facilities expected to participate in the project.
- j. A **Letter of Support** for the project from department chair and institution.
- k. **Complete biographical information** on the principal investigator, co-investigators, and any other personnel significant to the proposal.

In the cover letter, indicate if you prefer that certain researchers NOT review the application. The Fund will attempt to honor the preference but reserves the right to select 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 in the field; the technical and scientific competence of the investigators; the degree of institutional support; the capacity 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 (PRC), 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 grant review process:

Note: Please review page 1 for application process due dates.

- Stage 1:** Submitted letters of intent are sent to the PRC 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 PRC for review.
- Stage 5:** The PRC debates each applicant's materials and, on occasion, solicits further information.
- Stage 6:** The PRC writes a report outlining the status and thoughts of each research grant application and subsequently ranks the reports numerically 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 one week.
- Stage 10:** Applicants selected to receive funding will typically be sent an official Acceptance of Award letter for review and signature. The earliest project start date will be two months following the Fund's receipt of the Principle Investigator's completed award letter.



RESEARCH GRANT PROPOSAL COVER SHEET

DATE OF APPLICATION:

PRINCIPAL INVESTIGATOR(S):

CO-INVESTIGATOR(S):

**PI INSTITUTION, ADDRESS,
TELEPHONE, AND E-MAIL:**

PROJECT TITLE:

TOTAL FUNDS REQUESTED:

LENGTH OF TIME FUNDING REQUESTED:

**ADDITIONAL FUNDING APPLICATIONS MADE
FOR THIS PROJECT (NAME/DATE/AMOUNT):**

REQUESTED REVIEWERS TO EXCLUDE:

SUMMARY OF PROPOSED INVESTIGATION



Project Budget

List Direct Costs Only

Note: The Fanconi Anemia Research Fund does not provide funding for indirect costs.

Personnel (Applicant Organization Only)		Time/Effort		Funding Requested	
Name	Position Title	%	Weekly Hours & Salary	Fringe Benefits	Totals

Equipment (Itemize)	Totals

Supplies (Itemize By Category)	Totals

Other (Itemize By Category)	Totals

Total Amount Requested	\$
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