EMERGENCY INTERIM SUPPORT GRANT
MRF GRANT REGULATIONS & GUIDELINES
FOR ADMINISTRATION OF GRANTS AWARDED BY THE MEDICAL RESEARCH FOUNDATION COMMITTEE OF OREGON

REGULATIONS

1. MRF grants are awarded to institutions. The grantee institution will account for expenditures at the close of the grant period.
2. Funds will be used for the purposes stated in the application. Major deviations (budget changes of greater than $10,000 between approved categories or changes in purpose or direction of research) must be approved by the MRF before being undertaken.
3. MRF grants do not include indirect costs but an institution's cost of employee benefit programs may be included for personnel. For OHSU awardees, MRF grants cannot be used to cover Overhead Cost Allocation.
4. Unencumbered balances at the end of the grant period or when an incumbent resigns will be returned to MRF.
5. If funding from another source is received for the project being supported by an MRF grant, notify the MRF Committee. Uncommitted funds are to be returned to MRF for use in supporting other projects.
6. Requests for extension of time will be considered if requested and justified prior to the expiration date.
   a) Submit a letter requesting an extension to OHSU Office of Proposal and Award Management (OPAM) or outside institution's equivalent sponsored projects department. The OPAM Director must sign this letter.
   b) OPAM will send the signed request letter to the MRF Committee.
   c) The MRF Committee will authorize the extension and communicate this authorization to the Principal Investigator (PI) and OPAM prior to the end date.
7. The awardee investigator will submit a brief written report of results to MRF within 90 days after the grant period. This summary should be no longer than one double-spaced typed page, written in lay language. Also, submit any publication resulting from MRF-supported activities. Any favorable reference to MRF assistance will help MRF attract additional funds.

6. Research involving human subjects, animals or recombinant DNA must be approved by the appropriate institutional review board (IRB/IACUC/IBC). Investigators are encouraged to submit this application simultaneously but it is not a requirement. Note that no funds will be distributed until IRB/IACUC/IBC approval obtained.
7. For OHSU applicants: No clearance request forms need to be submitted.
8. Grants are not made for expensive items of equipment. However, requests will be considered when such equipment will enjoy wide use by a number of investigators or when it will make possible research of unique value. All equipment becomes the property of the grantee institution.
9. No funds are awarded for indirect costs, secretarial support or tuition. Funds may be used for travel if directly related to the conduct of the approved project. Funds may also be requested for travel to present research findings at a meeting (limit of $2,000). Proof of program acceptance must be provided to the MRF administrator for approval of funds. Requests for PI salary support must be justified.
10. The research facility with which the applicant is affiliated must be fully prepared to accommodate the project in terms of the PI's salary and space.

GUIDELINES

1. Basic and Applied studies must directly relate to human health.
2. Proposals to develop or perfect a technology are generally given below average priority scores unless that technology can be used to answer basic questions and unless the technology can be the basis for further research.
3. Emergency Interim Support Grants may be made to support ongoing research when an investigator with a well established record of funding is between grants and a hiatus would jeopardize the program. Financial need as well as merit will be considered for this category of funding.
4. In a cover letter, the applicant should explain the fiscal emergency, as well as their role at the institution.
5. A letter from applicant's Department Chair that describes institutional salary and research support during the interim period is to be submitted **separately**.

A SUCCESSFUL APPLICATION GENERALLY INCLUDES:

1. A clearly stated and testable hypothesis.
2. Previous work by the applicant and others with key references.
3. A discussion of how the data will be obtained and analyzed.
4. Methods of approach to be used.
5. Alternate approaches should proposed methods fail.
6. An indication of how the proposed work fits into the applicant's research program and long-range goals. Particular emphasis should be given to how the award may enable the investigator to obtain national funding in the future.

I. GENERAL INFORMATION

The maximum dollar award for an MRF grant is $40,000. These grants are made for a period of one year for <u>research conducted in Oregon</u>. Extensions will usually be granted if applied for before the grant expires.

Grants are awarded by the MRF Research and Education Committee in February, May, August and November.

Deadlines are:

Application Deadline Date*	Month of MRF Committee Meeting	Effective date of Grants
February 15	April	Jun 1-May 31
May 15	July	Sep 1-Aug 31
August 15	October	Dec 1-Nov 30
November 15	January	Mar 1-Feb 28

*If the 15th day falls on a weekend or holiday, the grants are due on the following workday.

Applications are screened for scientific merit by a competitive peer-review committee. The peer-review committee will provide brief critiques of each application. In addition, staff is willing to discuss ways to make an application stronger for resubmission to MRF. Applications are then submitted to the MRF Committee for final funding review and authorization.

Applicants will be advised of the decision by the MRF Committee immediately after the meeting (generally by email).

Only one application per investigator is allowed in any cycle. A single proposal may be submitted for consideration a maximum of three times.

II.   PREPARATION OF PROPOSAL

---

1. Applications must be submitted on the MRF Committee's form with appendices as indicated. The type font should be no smaller than 12 point and side margins of at least one inch should be used for the body of the grant.

2. **Please supply all information requested**. Failure to do so may cause the application to be administratively withdrawn.

3. Descriptions of the general objectives, purposes and plan of the research and the background of those to be engaged in it, while condensed, must be clear enough that the reviewers can make a fair appraisal of its worthiness, capabilities of the personnel, and appropriateness of the project in relation to work of record.

4. The MRF Committee must know with as accurate detail as possible what is to be done with the money. This is detailed on the budget page.

5. The "Responsible Official" signing for the institution is a matter of institutional preference. This is generally the Vice President of Research. Contact your Research Office to determine your institution's preference.

6. After receiving an Institutional Approval signature, application should exist of the following documents **combined into a single pdf**. No "bookmarks" are necessary. The order of the required documents are as follows:
   a) Cover Letter (required for resubmission only; include concise response to previous reviews)
   b) Previous MRF Written Reviews (required, if resubmitting)
   c) Grant Application
   d) Research Plan (six pages maximum)
   e) Literature Cited
   f) IRB/ IACUC/IBC approval (if available)
   g) Other Support Information, if needed (i.e., collaborative letters of support, budget pages, abstracts and appendices)
   h) PI's Biographical Sketch, ideally conforming to the current NIH format.

   i) Critiques and scores from recently reviewed unfunded applications to national funding agencies should be attached.

7. A letter from the Department Chair describing salary and research support is to be sent **separately** (guideline 5).

8. When resubmitting, any materials associated with the original application, including support letters and forms, must be resubmitted by the original, required sender (noted above) **concurrent** with the resubmission. **No previously submitted materials will be transferred to a resubmission.** It is strongly recommended that any such support materials be updated for the current submission rather than re-used from a previous submission.

9. **The following naming conventions are required:**
   Application: Last, First, Submission Deadline, Grant Type
   (example: **Doe, John, August 2016, Emergency Interim Support**)
   Support Letter: Applicant Last, First, "Support Letter," Writer Last
   (example: **Doe, John, Support Letter, Jones**)

10. Application and supporting documents are to be sent to **mrfsubmit@ohsu.edu**.
Applications received by 5:00 p.m. on the deadline date will be accepted for the related review meeting. **Late or incomplete applications will not be reviewed and will be returned.**

MEDICAL RESEARCH FOUNDATION OF OREGON
1121 SW SALMON ST, STE 200
PORTLAND, OR 97205-2021

APPLICATION FROM: _____
NAME OF INSTITUTION

Amount requested: $_____ From_____ Through_____
Brief descriptive title of project: DATE   DATE

In 250 words or less, summarize the proposed work in space below using lay language.

INSTITUTIONAL APPROVAL	PRINCIPAL INVESTIGATOR
_____ Signature of Responsible Official	_____ Signature of Principal Investigator
_____ Name	_____ Name
_____ Title	_____ Title and Department
_____ Address / Mail Code	_____ Address / Mail Code
_____ Telephone Number Date	_____ Telephone Number E-mail Address

(Form revised 02/03/2016)

I. **Name and title of the principal investigator:**

II. **Names and titles of associated personnel:** (Do not list anyone included in the personnel category of the budget)

 1. Number of times investigator has applied for this project:

 1st ◯   2nd ◯   3rd ◯

 2. Have you received previous MRF Awards?

 Yes ◯   No ◯

 3. If Yes, which award type and which year?

III. **Proposed budget for 12 months or less. Please provide justification of all major items in the budget (Append as necessary).**

 1. For personnel (Include fringe benefit as separate amount.)

 $ _____

 2. For permanent equipment (itemize and justify.)

 $ _____

 3. For expendable supplies and services (itemize and justify.)

 $ _____

 TOTAL BUDGET $ 0.00 _____

IV. **Other support** (Append as necessary):

1. List sources of current research support you now receive for all research projects: project titles, amount of annual budget, number of years, dates, and role in the project.

2. List sources of pending support for all research projects: project titles, amount of annual budget, number of years, dates, and role in the project.

3. Append budget pages and abstracts for all current and pending support for all research projects for which you are the principal investigator or a co-investigator.

4. For this project, indicate the overlap of current and pending funding. List the source and the amount.

V.

1. **Mandatory: Please attach a cover letter explaining the nature of the fiscal emergency in sufficient detail to make clear the need for emergency interim support**. Financial need as well as merit will be considered for this category of funding. Include a description of the circumstances requiring Emergency Support in your cover letter.

VI.   **Utilize this page only to answer A and B:**

    A. What are the specific aims in scientific terms for the requested grant? Describe goals in language that will be readily understood by a scientific reviewer who may not be an expert in your field.

    B. What is the significance of this research? (Please indicate your estimate of the importance of the proposed investigation in terms of how it is expected to advance the field of study.)

VII.   Research plan and other supporting information:
Using **no more than six (6)** single-spaced additional pages, in a font no smaller than 12 point and side margins of at least one inch, please give your research plan in detail sufficient to permit determination of merit. This six–page limit includes graphics, other illustrations, and questionnaires. Recognize that many of the reviewers are not expert in your field. The plan should include background, preliminary studies, if applicable, methods, and discussion as to how data will be interpreted.

VIII.   In the space below, briefly describe job qualifications or give a brief biographical resume of personnel to be supported by funds, if any, requested in proposed budget item (Section III, Item 1).

IX.   Will human subjects be involved in this project?   ☐ Yes   ☐ No

If "Yes," does this application include IRB approval?   ☐ Yes   ☐ No   ☐ Pending

X.   Will vertebrate animals be involved?   ☐ Yes   ☐ No

If "Yes," does the application include approval by your institution's Animal Care and Use Committee?   ☐ Yes   ☐ No   ☐ Pending

XI.   Will recombinant DNA /infectious agents or biologically-derived toxins be involved?   ☐ Yes   ☐ No

If "Yes," does the application include approval by your institution's Biosafety Committee?   ☐ Yes   ☐ No   ☐ Pending

Funds will not be made available until IRB / IACUC / IBC approval is provided to the institution's Sponsored Projects Administration Office.

For all institutions *except* OHSU, please complete the following information regarding the responsible financial official at your institution.

Name: _____

Title: _____

Address: _____

Telephone Number: _____