

## **1. Background**

Neurofibromatosis Northeast (NFNE) is a nonprofit organization committed to advancing biomedical research in fields relevant to neurofibromatosis (NF). Fields of research may include basic science or applied clinical trials. NFNE Medical and Research Committee will review applications and provide funding support to successful awardees. The grants are typically awarded for 1-year periods with direct cost budgets up to approximately \$50,000 with option for renewal based on available funds. The funding may include partial support to supplement existing grants.

NFNE also invites applications for “seed funds” to initiate projects allowing the investigator to generate early data and seek larger funds from other granting agencies and/or pharmaceutical industry support.

Preferred candidates will provide evidence for the following:

- 1.1 Successful track record of biomedical research, including publications in peer-reviewed journals and awards from NIH or other organized granting agencies.
- 1.2 Demonstrated commitment to NF research.
- 1.3 Institutional support, with agreement to accept the NFNE grant without overhead costs (or minimal overhead costs as agreed upon with NFNE).
- 1.4 Other existing or pending research support necessary to complete the proposed research if NFNE awards partial or supplemental funds.

## **2. Application Process**

Applications may be submitted to NFNE throughout the year. Typically, the review time will require approximately 2-3 months, but the state of the award may be delayed depending on available NFNE budget and administrative considerations. Awardees may be requested to attend general or executive NFNE meetings to accept the awarded grants and/or to discuss the proposed or completed research with NFNE members.

All clinical research and animal studies must comply with existing institutional and local and Federal government regulations and guidelines for protection of human and animal research subjects. When applicable, all clinical research must be reviewed and approved by the relevant Institutional Review Board. Preclinical research must comply with local and Federal regulations and guidelines.

## 2.1 Application Format

The applicant will submit a brief (2-3 page) Letter of Intent (LOI) and Curriculum Vitae (CV) to obtain initial feedback about the feasibility of grant support for the proposed project. Please state how much total funding will be requested and give an approximate breakdown on how this will be utilized.

NFNE encourages succinct applications prefaced by a cover letter that includes a 1-page summary in lay language that should be included with the LOI. Comments from initial review of the LOI may be used to guide the type and quantity of information needed in the complete grant application. Specific questions raised during LOI review should be addressed in a cover letter submitted with the complete application.

The applicant may utilize a completed application prepared for another funding agency e.g. NIH, DoD, or other funding organizations. The applicant should provide explicit evidence that existing or pending funds do not overlap the proposed research proposal submitted to NFNE, including a letter from the institution's office of grants and contracts. The outcome of any possible patent applications, derived from research, should be explained within the application or in a cover letter.

In some situations, a principal investigator/awardee may be a trainee/associate of a senior investigator whose ongoing research is important for the project. NFNE may also determine that research projects require the resources and environment listed in the original submission. NFNE must approve any transfer of awarded grants between departments or institutions.

## 2.2 Progress Reporting

The final grant proposal should include a timeline, outlining milestones of the research planned for completion on a biannual basis. Unless otherwise noted in the initial award letter, the awardee must provide brief progress reports every 6 months after initiation of the project, including discussion of progress in terms of the original milestones. If a grant is funded for over 6 months, NFNE reserves the right to link funding allocation to receipt and review of the 6-month progress report. The format of the progress report should include a lay summary and any manuscripts or abstracts that have been submitted or published by the investigator based on or related to the research project. Unless otherwise stipulated, all publications developed from the funded project should include acknowledgment of support from NFNE.

The applicant must also provide a final report at the end of the project, including how the funds were spent and definitive outcomes, and include any abstracts or publications that were developed from the research. Also refer to Appendix 2.

The grant does not imply continued funding. The applicant must re-apply for a grant if the project continues. Funding does not constitute automatic/unstructured endorsement of funded labs or affiliates in their own public disclosures. Funding of grants are made in a minimum of two payments with the first installment paid upon NFNE's approval of the grant and awardee notification, and the second installment paid upon the completion of the project and receipt of required progress and final reports.

### **3. Conflict of Interest**

Investigators need to disclose potential conflict of interests and make complete disclosures of connections with relevant commercial enterprises.