

SIR FOUNDATION FUNDING SOURCE DEVELOPMENT GRANT GUIDELINES

GOAL

The overall aim of this grant is to increase the likelihood that a clinical research proposal will achieve a funding source.

PURPOSE

The Funding Source Development Grant is designed to support projects in clinical research areas important to the advancement of interventional radiology and patient care that align with SIRF clinical research goals. The Funding Source Development Grant will provide support for costs related to developing any of the following:

- a complete protocol for a clinical study
- a federal application designed to seek support for a clinical study from the NIH, AHRQ, or other federal entity.
- a complete clinical proposal designed for subsequent industry funding
- an operations/training manual and supporting materials as needed for a clinical study

This grant mechanism is designed to provide support for the development of projects that are identified and highly prioritized by a SIR Foundation Research Consensus Panel (RCP). However, other projects that did not go through the RCP process are also eligible for consideration. The Funding Source Development Grant is a planning grant and is not designed to support the collection of data or the conduct of the study.

AWARD PAYMENT SCHEDULE

The maximum amount of funding for the grant is \$25,000, and is based on the scope of the development. The funds are to be utilized to develop a clinical project to a standard likely to receive outside funding. The expected time line is twelve months. Forty percent of the grant funds will be paid at the start of the grant project, and then 40% of the grant funds will be paid at the end of six months when the 6 months report and a preliminary draft of the protocol is received by the Foundation. And the final 20% of the grant funds will be paid at the end of the twelve months after completion of the grant project and subsequent to the approval of the submitted final report and final grant project (the project documents as stated in the Purpose section of these guidelines).

There will be a grant contract between the SIR Foundation and the PI's institution for the grant money to be awarded to the PI's institution.

This timeline is suggestive only and can be modified at the discretion of the Chair of the Clinical Research Trials Division.

ELIGIBILITY

The grant is open to applications from IR physicians and may be applied for following a Research Consensus Panel (RCP) or as a separate application that was not initiated in an RCP. The applicant must be a Member in Good Standing of the Society of Interventional Radiology.

In order to be eligible to apply for the Funding Source Development Grant, RCP applicants must have submitted an RCP proceedings paper to the Foundation if s/he is the designated author for the proceedings paper. (Non-RCP applicants must have received the Foundation's recommendation to apply for the grant after review of their letter of intent.)

The Chair of the Clinical Research Trials Division may modify the above if the Foundation considers the proposed project an immediate research need.

Applicants who have already received major funding for their proposed clinical study will not be considered eligible for consideration. Major funding criteria is \$250,000 or more.

Applications will be accepted from citizens of the United States or Canada or those who have permanent resident status therein. Permanent residents must submit documentation of their status. If an applicant is at an institution in the US or Canada and is on a visa, a letter will be required from the department chair guaranteeing completion of the Funding Development Grant project, as well as permission for the applicant to complete the proposed clinical study in the event that it receives funding.

APPLICATION PROCEDURES (Non-RCP Applicants please go to Page 6)

Applicants should propose a clinical research project that advances the field of interventional radiology.

RCP Applicants:

For RCP applicants, Research Consensus Panel Principal Investigators may apply for funding on behalf of RCP panelists who wish to assist in the clinical project development phase. An RCP panelist who wishes to apply must submit a letter of intent (LOI) first and follow the non-RCP application procedures on page 6 of these guidelines. The RCP meeting must be completed before applications can be submitted for the Funding Source Development Grant. **(If an RCP applicant is the designated author of the RCP proceedings paper, s/he must have submitted the paper to the Foundation for publication in the *JVIR* prior to submitting a grant application. The RCP proceedings paper**

due date is 30 days from the RCP date.) A letter of intent is not required for RCP Lead Investigators.

The application should be submitted in the detailed format as indicated in the GRANT APPLICATION FORMAT section.

The application deadline is **June 29, 2012. The application should be emailed in PDF to kmercure@sirweb.org. The applicant will receive an email confirming receipt within 24 hours of submission. If the applicant does not receive the confirmation email, s/he should assume the application was not received.**

Incomplete applications and those submitted after the deadline of **June 29, 2012 will not be reviewed.**

AWARD GUIDELINES

Funds can be used for items that are listed in the final budget, including: meetings, conference calls, travel, hotel facilities, meals, audio and visual equipment usage/rental, and a grant writer's consultant fee to review the project materials once developed, etc. SIRF can provide consultant contact information if needed. Faculty salaries, institutional indirect/overhead costs, and secretarial or office expenses will not be funded.

REVIEW CRITERIA

All applications will be reviewed by staff for completeness and eligibility. All complete and eligible applications submitted by the deadline will be distributed to selected grant reviewers based on the clinical topic of the application and the reviewer's expertise in the area.

All complete and eligible applications will be reviewed based on the scientific merit, the innovative quality of the research proposal, that the proposal is an area of research prioritized by SIRF and relevant to interventional radiology, the likelihood that the proposal can achieve subsequent funding and is feasible, and the qualifications of the applicant. Applicants will be made aware of funding decisions in writing.

REPORTS

Progress reports must be submitted at six months and again at the end of 12 months from the start date of the project period.

Interim Progress Report:

An interim report is required after the first six months of the project. This report must include a review of the expenditures to date in a general line item format and a one page synopsis of the progress, unforeseen problems, and results to date. The grantee should focus on the overall goal of the development grant,

achieving outside funding. The draft project protocol or application to a larger funding source must also be submitted.

Final Report:

The final report should be submitted on the “Final Report Form” found on the SIR Foundation’s grant website <http://sirfoundation.org/grants-awards/> , scroll to the bottom of the webpage.

Additionally, please include a general line item review of the last six months of expenditures, those not reported previously, to reveal how the second installment of grant funds was used.

Finally, the final protocol or final application to a larger funding source must be submitted with the final report.

MODIFICATION OR TERMINATION OF SUPPORT

SIR Foundation reserves the right to modify or terminate the amount of any funds granted under the terms of the Funding Source Development Grant.

GRANT APPLICATION FORMAT

All the items detailed below must be included in the application before it will be considered. The format should follow the guidelines used for NIH applications and an example is posted on the SIR Foundation website. (LIMIT—FIVE (5) PAGES FOR SECTIONS A-D)

I. Title Page:

A. Title of research project;

B. Name, faculty position, and department of principal investigator, as well as other professional personnel collaborating in the research project;

C Brief abstract (ten [10] to twenty [20] lines), with keywords underlined;

D. Beginning and termination dates of proposed expenditures for the Funding Source Development Grant project;

E. Total funding requested for the Funding Source Development Grant project with specific breakdown: the schedule of meetings, e.g. weekly/biweekly to develop the protocol and operations/training manual and how they will be conducted, e.g. conference calls, in-person meetings, required travel, etc. If intending to use a grant writer to review the Funding Source Development project (e.g. the application to a larger funding source), include the consultant fees in the budget proposal. As stated in the Award Guidelines section above, funds for the Funding Source Development Grant project can be used for items including: meetings, conference calls, travel, hotel facilities, meals, audio and visual equipment usage/rental, and a grant writer’s consultant fee to review the project materials once developed, etc. Faculty salaries, institutional indirect/overhead costs, and secretarial or office expenses will not be funded.

F. Signature of principal investigator

G. Contact information of the principal investigator's institution.

II. Description of Research Plan: The applicant must present his/her research logically and clearly and show that the proposed research is meaningful. **(5 page limit for items A-F.)**

- A. Specific Aims: State in a concise and explicit manner what is/are the specific aims and hypothesis that will be tested by the implementation of the clinical research study.
- B. Background and Significance: State why the proposed work is important. Briefly identify what others have done and what gaps in existing knowledge will be filled by the results of the clinical research study.
- C. Preliminary Studies: Applicants should provide any data they have generated relevant to the application in a concise format (including references to published works by the applicant and co-investigators) to support the specific aims. (approximately one page)
- D. Research Design: Discuss the procedures to be used to test the hypothesis or accomplish the specific aims of the clinical study. Provide specific details of techniques/devices that will be employed as well as the rationale for using them. If new procedures and protocols are proposed, describe advantages over existing methodologies. Indicate how the data will be captured and analyzed. Describe the site selection plans, and if intending to request SIRF involvement. Provide a discussion of the potential difficulties, limitations, and alternative approaches.
- E. Discuss any potential funding sources for the implementation of the clinical research study (providing letters of support, if possible.) And indicate the desired launch timeline of the clinical study.
- F. Budget Proposal.
- G. Literature Cited.
- H. CVs of the Principal Investigator and interdisciplinary research team.
- I. Letters of support from any potential Collaborative Principal Investigators or others that may participate in the execution of the study.

COMPLETED APPLICATIONS SHOULD BE SUBMITTED IN PDF FORMAT by June 29, 2012 to kmercure@sirweb.org. The applicant will receive an email confirming receipt within 24 hours of submission. If the applicant does not receive the confirmation email, s/he should assume the application was not received.

Non RCP Applicants:

Non RCP applicants must first submit a letter of intent for review and consideration before submitting a full grant application. Projects should address areas of clinical research that align with SIRF research goals.

A letter of intent providing an overview of the project and explaining how this project would benefit the advancement of interventional radiology must be submitted by the LOI deadline. The LOI should not exceed a few pages excluding the publications list and the CV.

A suggested format is: Title, Name of PI, an Executive Summary paragraph, Background, Specific Aims, Methodology, Impact, Estimated Budget, Timeline, PI's Positions and Honors, Selected Peer Reviewed Publications, CV. An example of the outline for a letter of intent is available in the grants section of the SIR Foundation web site.

The letter of intent will be reviewed by a committee to be established at the discretion of the Chair of the Clinical Research Division to determine if the proposed project aligns with SIR Foundation clinical research goals as determined by the Foundation Board. The applicant will be notified within two weeks recommending whether or not a full application should be submitted by the deadline.

THE LETTER OF INTENT SHOULD BE SUBMITTED IN PDF FORMAT to kmercure@sirweb.org at least 2 weeks prior to the application deadline. The sender will receive a response email confirming receipt of the LOI within 24 hours of submission. If the sender does not receive the confirmation email, s/he should assume the LOI was not received.

If invited to submit a full application, the full grant application will be due by the application deadline as indicated in the RCP Applicants section of the guidelines. The applicant should refer to the above guidelines for the RCP Applicants under the section GRANT APPLICATION FORMAT once the LOI has been accepted in order to submit an application in the proper format.