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 protocol 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.

Please provide the following information:
   1) Grant Official or Grant Administrator’s name, phone number, and email address
   2) Check made payable to:
   3) Mailing address (where payment should be mailed)

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 Foundation leadership 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 separately 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.

**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 and biostatistician’s consultant fees 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
An Interim Progress Report (IPR) is required after the first six (6) months of the project. The interim progress report must be submitted electronically through the online forms found at https://sir.secure-platform.com/a/organizations/main/home. This report should be a one-page synopsis of the progress, unforeseen problems, and results to date.

Included with the report should be a cover letter that:
1. States the specific aims/goals of the research project(s) and summarizes the results to-date relating to each specific aim/goal (all supporting data should be included, if applicable);
2. Indicates the significance/possible clinical impact of the results;
3. States whether the results will be submitted for possible publication, and if so, to what journal;
4. Indicates whether results will be used to apply for additional funding from other sources, and if so, the funding agency and date of application (should be included).
5. When uploading your Interim Progress Report (IPR) to our online forms, you must save your Interim Progress Report using the naming convention below. The year should be the year that you were awarded.
   a) 2016_IPR_Pilot_Mary Johnson

A final written report must be submitted within sixty (60) days of the project's completion. The Final Progress Report (FPR) must be submitted electronically through the online forms found at https://sir.secure-platform.com/a/organizations/main/home.

The Final Progress Report (FPR) should include the following, as applicable:
1. A Statement of the accomplishments/outcomes of this grant
2. The current and future impact (e.g. success stories, statistics, benefits to patients, staff, and/or community)
3. The use of this award to leverage other funding
4. An account of any unexpended funds and/or major modifications of the budget.
5. Include Signature of Principal Investigator/Program Director's name, Signature of Authorized Institutional Official, and Date.
6. When uploading your Final Progress Report (FPR) to our online forms, you must save your Final Progress Report using the naming convention below. The year
should be the year that you were awarded.

a) 2016_FPR_Pilot_Mary Johnson

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
When uploading your grant application to our online form, you must save your grant application using the naming convention below.

2016_APP_Pilot_Mary Johnson
2016_APP_Ring_Mary Johnson
2016_APP_Academic Transition_Mary Johnson
2016_APP_Funding Source_Mary Johnson
2016_APP_Resident_Mary Johnson
2016_APP_Student_Mary Johnson
2016_APP_Allied Scientist_Mary Johnson

If you have a resubmission you must save your grant application using the naming convention below.

2016_APP_Resubmission1_Pilot_Mary Johnson
2016_APP_Resubmission2_Pilot_Mary Johnson

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 (the grant project refers to writing the protocol and accompanying documents to submit as part of the application to a larger funding source);
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 and biostatistician’s consultant fees 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 for the Proposed Study for which the Applicant is Writing a Protocol: 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** (This is the proposed budget that you will include in your application to a larger funding source, not the budget for the Funding Source Development Grant (FSDG). The FSDG budget should be included with the section Part I, E above).  
   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 28.**

The application must be submitted electronically through the online application found at [https://sir.secure-platform.com/a/organizations/main/home](https://sir.secure-platform.com/a/organizations/main/home). Incomplete applications and those submitted after the deadline of June 28 will not be reviewed.
**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 letter of intent deadline. The letter of intent should not exceed a few pages excluding the publications list and the CV.

A suggested format is: Title, Name of PI, and 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 website.

The letter of intent will be reviewed by a committee to be established by the Foundation 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 smyers@sirweb.org** will receive a response email confirming receipt of the Letter of Intent. If the sender does not receive the confirmation email, s/he should assume the Letter of Intent was not received. **The deadline for the letter of intent is May 28th.**

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 above. Once the Letter of Intent has been approved, the applicant should refer to the above guidelines for the RCP Applicants under the section **GRANT APPLICATION FORMAT in order to submit an application in the proper format**