

**THE CHILDREN’S GUILD FOUNDATION OF BUFFALO, NEW YORK**  
**THE CHILDREN’S GUILD FOUNDATION MEDICAL RESEARCH GRANT**  
**GRANT SUBMISSION PROCESS**

**1. General Information**

**A. Background**

The purpose of The Children’s Guild Foundation Medical Research Grant is to promote research that is targeted toward understanding the causes of childhood diseases and developing therapeutic strategies to treat and cure these diseases. As part of The Foundation’s mission, we will promote collaboration between researcher’s study on childhood diseases by announcing, publishing, and disseminating information about The Foundation Grant projects.

**B. Authority for Making Grants**

Grants will be made by the Board of Directors of The Children’s Guild Foundation acting on the recommendations of its Grant Committee and Scientific Advisory Committee.

The Foundation reserves its right to cancel any grant for cause at any time and to require the return of any unexpended funds advanced during the grant.

**C. Eligibility for Research Grants**

To be eligible to apply for a research grant, an applicant must:

1. Be a professional or faculty member at an appropriate educational, medical or research institution and be qualified to conduct and supervise a program of original research;
2. Have access to institutional resources necessary to conduct the proposed research project;
3. Hold a Doctor of Medicine, Doctor of Philosophy, Doctor of Science or equivalent degree.

### **Development Grant**

The Children's Guild Foundation will consider an application for a research grant from a candidate who may be a member of a research team in the laboratory of a senior investigator under whose guidelines the applicant will be given flexibility to conduct a research project.

To be eligible for a Development Grant, an applicant must:

1. Hold a Doctor of Medicine, Doctor of Philosophy, Doctor of Science or equivalent degree,
2. Be a professional member at an appropriate institution;
3. Be qualified to conduct a program of original research;
4. Have an acceptable research plan for a disabling disease/condition affecting children.
5. Have access to institutional resources necessary to conduct the proposed research project;  
and
6. Have 18 months of post-doctoral training at the time of application.

### **Programs and Applications**

#### **Type and Purpose of Research Grants**

**Primary Research:** To advance areas of scientific and medical knowledge that could improve understanding the causes of disabling diseases or conditions in children or assist in developing strategies for their diagnosis and treatment.

**Research Development:** To expand the number of scientists conducting meritorious research from among investigators who may be part of a team in the laboratory of a senior investigator under whose guidance the researcher will be given flexibility to work independently or as a part of a collaborative effort.

#### **Application Review**

To ensure support of meritorious research, advisors, co-investigators and post-doctoral fellows who will be participating in the execution of the research project must be provided to The Children's Guild Foundation's with the grant application. When a project is underway, The Foundation must be informed immediately in writing of any change in personnel participating in the project, the reason(s) for such a change, and be provided the curriculum vitae of any additional or replacement personnel.

## **Human and/or Animal Subjects/Tissues**

### **Research Protocol**

When human subjects, tissues and/or materials are to be used in a research project, it is the responsibility of the Principal Investigator and the institution to ensure that the institution has the following on file:

1. A complete copy of the research protocol approved by the Institution's Human Subject Review Board and a copy of that Board's current approval notice;
2. A copy of the patient informed consent form(s) to be used.

A copy of the Board's current approval notice and a copy of the patients informed consent form must be submitted with the application.

Projects must be in compliance with all policies, rules and regulations governing clinical trails including those of the federal regulatory agencies, the respective university and institution and must be advised about any amendments to the original research protocol (including the participant consent form) occurring prior to the commencement of/or during the course of the research project.

### **Food and Drug Administration**

1. A complete copy of the Investigational New Drug (IND) and/or Investigational Device Exemption (IDE) application approved by the Federal Food and Drug Administration (FDA) and a copy of the FDA's approval notice: and
2. Copies of all correspondence during the application and award periods between the FDA and the Principal Investigator pertaining to the experimental drug(s) and/or device study.

### **Conflict of Interest**

Any potential conflict of interest the principal investigator(s) or collaborator(s) may have relating to the project must be revealed. Such conflict would include (but may not be limited to) having a proprietary interest that may be affected by the outcome of a research project. It is expected that grantees will observe the highest ethical standards in the conduct of research.

### **D. Rights and Responsibilities**

The Children's Guild Foundation will have no responsibility for treatment rendered or diagnostic studies conducted by the grant recipient. All scientific papers, reports, technologies, or methods shall be available to The Foundation for use, republication, or

other applications in furtherance of the Guild mission.

#### **E. Prohibition of Discrimination**

No person shall be excluded from participation in, or denied the benefits of, any program or activity receiving financial assistance from The Foundation because of race, ethnic origin, religion, sex, handicapping condition, disability or sexual orientation.

#### **F. Amendment of Policies**

The Foundation reserves the right to modify or amend its policies governing grants. All grant recipients agree to abide by any changes or to terminate the grant at the time when such changes become effective. Failure to abide by the policies governing grants and amendments shall be considered sufficient grounds for cancellation of a grant or a refusal to consider any pending application by the grantee:

### **II. Submission Process**

#### **A. Grant Deadlines**

A submittal of an abstract paper must be completed to formally request an application for a research grant. Upon favorable review of the abstract paper, the Foundation will extend an invitation to the investigator/research facility to submit a full proposal.

Grant submissions will be reviewed by The Children's Guild Foundation Scientific Advisory Committee members. The usual funding period is two years with funding after the first year contingent upon the applicant's performance and compliance with the grant guidelines. Continuation of ongoing research projects beyond two years must be submitted with a new submission.

Completed submission packets: 13 copies with original figures and photographs (no staples or bindings please.) In addition, an electronic copy of the entire proposal must be submitted. Proposals are to be sent to:

Attn.: President

The Children's Guild Foundation

726 Exchange Street, Buffalo, New York 14210.

Electronic copy emailed to: [cgura@thechildrensguild.org](mailto:cgura@thechildrensguild.org)

#### **B. Funding of Grant**

The grant allocation is a maximum of \$125,000 per year for a total grant award of \$250,000 over two years. All submissions must contain a detailed budget for the two-year investigation period. Although program content may be approved for two years, funding is

grants authorized for each year separately.

~~Grant applications for the next fiscal year of the Children's Guild Foundation funds for a research project already supported for the same purpose by another public or private source. Accordingly, full disclosure of all funds for research support available to the applicant from private, governmental and institutional sources, is required in the research grant submission.~~

**C. Acceptable Direct Cost Items**

1. Salaries of professional staff and technical assistants
2. Minimal but essential permanent equipment. Any permanent equipment must be directly relevant to the research grant
3. Expendable supplies
4. Other expenses relevant to the conduct of the research

**D. Grant Budget Items That Are Not Acceptable**

1. Construction, alteration, maintenance or rental of buildings or building space
2. Office equipment and furniture
3. Dues for membership in scientific societies
4. Office supplies
5. Tuition
6. Books or Journals
7. Service Contracts
8. Indirect overhead costs

**III. Grant Administration**

**A.**

The grant recipient shall strictly adhere to the budget expenditures and expense allocations as presented in the grant application approved by The Children's Guild Foundation in making the grant. Any purchase of permanent equipment not authorized in the original budget must have prior approval. The Foundation reserves the right to demand refund of all grant funds expended in any unauthorized way.

**B. Financial Reports and Accounting**

The grant recipient is required to submit to The Children's Guild Foundation a detailed quarterly accounting report of expenditures. Any unexpended funds must be returned to The Foundation. Funds may not be carried forward to the continuation or renewal of the

grant research. Any such publication should carry a credit line reading, “supported by a

Grant payments for the second year of the program grant will be contingent on receipt of semi-annual progress reports, a scientific progress report at the end of the first year, and all quarterly accounting reports.

### **C. Grant Payments**

Payments to the grant recipient will be made in accordance with the Grant Agreement payment schedule established at the time of approval.

### **D. Progress Report under Grant**

Semi-annual progress reports will be required to advise The Foundation of the recipient’s activities in performance of the Grant. In addition, an annual scientific report presenting the research funding will be required. The principal investigators will be required to present the program’s findings to the Foundation Board at a mutually agrees upon time.

All progress reports will remain confidential and available only to The Foundation and its Scientific Advisory Committee until conclusion of the study.

### **E. Availability of Principal Investigator**

The Foundation must be notified immediately if the Principal Investigator is unable to continue or complete the research program because of illness, change in employer or other reason.

### **F. No Employment Relationship**

Personnel compensated in whole or in part with grant funds shall not be considered employees or agents of The Foundation.

### **G. Patents and Discoveries under Grant**

All inventions, discoveries, or innovations made with the support in whole or in part by this grant must be reported at the earliest practical time to The Foundation. The Foundation, in its discretion, may disseminate such inventions or discoveries either publicly or to other investigators in the field. All such dissemination will give due credit to the grant recipient and its investigators.

The Foundation strongly encourages publication of any significant research results. Each grantee shall furnish The Foundation with one reprint or other copy of any published report

of such research. Any such publication should carry a credit line reading, “supported by a medical research grant from The Children’s Guild Foundation of Buffalo, New York.”

The grantee hereby grants The Foundation non-exclusive, unrestricted licenses to any patent or other intellectual property rights in any invention, discovery, or innovation made with the support of this grant. The grantee is not obligated to pursue patent or other intellectual property protection for any invention or discovery; provided, however, that, if the grantee elects not to pursue such protection, it shall so notify The Foundation and, upon request, assign its rights in the invention or discovery to The Foundation. If The Foundation receives any royalties or other revenues from the transfer or license of any invention or discovery made under this grant (or any intellectual property relating thereto), it shall transfer half of such revenues (net out-of-pocket expenses) to grantee in consideration of grantee’s license or assignment of rights of such discovery or invention. Because The Foundation funds scientific research in order to further its mission, any royalty or similar revenue received and retained by The Foundation will be invested in its Research Program.

#### **H. Ownership of Purchased Materials**

All apparatus and materials purchased and all scientific equipment and instruments paid for with the grant funds shall be the property of the grant recipient.

#### **I. Publicity on Work under Grant**

The grantee institution will cooperate with The Foundation in the written, photographic, filmed, broadcast or other forms of materials prepared to publicize the work under the grant.