

KIDNEEDS GRANT APPLICATION INSTRUCTIONS

DENSE DEPOSIT DISEASE

MEMBRANOPROLIFERATIVE GLOMERULONEPHRITIS TYPE II

I. PURPOSE

The purpose of KIDNEEDS is to encourage and support research in sciences related to the investigation of DENSE DEPOSIT DISEASE / MEMBRANOPROLIFERATIVE GLOMERULONEPHRITIS TYPE II. Appropriate areas of research include diagnosis, management and pathogenesis of this disease. These can involve physiological, biochemical, pharmacological, physical, genetic, environmental, or pathological investigations.

II. POLICIES

A. GENERAL RESPONSIBILITY.

Awards are made to an Institution on behalf of a Grantee. The Grantee Institution is obligated to administer the grant in accordance with regulations and policies now in effect governing Public Health Service Grants. In accepting a research grant, the Institution and the Principal Investigator (PI) are responsible for using Grant Funds for the purposes set forth above.

Direct cost expenditures should follow the policies set forth by the Public Health Service. The policy statement of the Public Health Service for Grants for research projects lists expenditures that are allowable and not allowable. Indirect cost (overhead) will be allowed in an amount not to exceed 10% of direct costs. The maximum award request is \$50,000 per granting period, including indirect costs. Renewal of this award is contingent on attending the next meeting of the DDD Collaboratory – a collaboration of laboratories dedicated to the study of this disease, demonstrating significant progress over the prior granting period, and describing proposed lines of investigation that will be completed over the next granting period. Meetings of the DDD Collaboratory are held every 24-30 months.

Grants can be renewed for 3 periods. Renewals are competitive.

Grants are available to research scientists in North America and Europe. No funds may be requested or used for investigators' travel or salary except in unusual circumstances, which may be justified by the investigator and approved by the Board of Directors of KIDNEEDS.

B. CONDITIONS OF SUPPORT.

The project period is for one year with a beginning date of January 1. A project period may be extended for another 12 months without additional funds if requested by the Principal Investigator and approved by the Fund Advisory Board before the end of the project period. To

obtain continued support, a renewal application must be submitted annually (postmarked by October 31) along with a progress report. Each application, whether new or continuing, will compete with other submitted applications for funds available for the next project period.

A grant may be revoked or terminated by the Fund Advisory Board at any time within the project period if it is determined that the Principal Investigator or the Grantee Institution has failed in a material respect to comply with the terms and conditions of the grant.

C. PROJECT CHANGES.

Changes in project methodology or approach are permissible if these changes expedite achievement of the project's research objective and are approved in writing by means of a letter from the Board of Directors of Kidneeds in response to a letter of request and explanation from the PI.

When the PI is to be absent or unable to work for a period of two months or more, or wishes to withdraw from the project or to transfer to another institution, the Board of Directors of Kidneeds must be notified immediately. Disposition of the grant will be determined by negotiation.

D. PUBLICATION AND PUBLICITY.

Investigators are expected to make the results of their research promptly available to the scientific public. Publicity regarding the scientific results of a project must conform to the policies of the Grantee Institution, with proper acknowledgment of support by KIDNEEDS, who should be notified. A copy of any published works should be sent to the Board of Directors of Kidneeds along with the Research Report.

E. ACCOUNTING RECORDS AND AUDIT.

Accounting records for the grant should be in accord with the Grantee Institution's accounting practices. A year-end report of expenditures must be completed to show the exact nature of expenditures for each project period, and submitted within four months after the end of the grant period (see F.1.).

F. REPORTS.

1. A Financial Report must be submitted within four months after the end of the grant period.
2. A Research Report also must be submitted within four months (by April 30th) following the end of the grant period unless a continuation grant application has been submitted.

G. QUALIFICATION AND CRITERIA FOR REVIEW.

A research proposal will qualify for review when it involves physiological, biochemical, pharmacological, physical, genetic, environmental, or pathological investigations, or other studies, which are related DENSE DEPOSIT DISEASE. The proposal must be supported by a statement from the investigator as to how the research may lead to the amelioration of the

consequences of this disease. (This statement is to be included under the Research Plan, III.B.9.c.)

H. HUMAN SUBJECTS AND ANIMAL RESEARCH.

Before the proposal will be considered for review, the Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) of the applicant institution must review and approve the proposal. A copy of the letter(s) of approval must be attached. If approval is pending, a copy of the letter of approval must be sent no later than 30 days after the grant application deadline. Indicate "Pending" on the Face Page of the application. The policies of the Office for Protection from Research Risk (OPRR), National Institutes of Health, Bethesda, Maryland 20892 must be fully implemented and satisfied.

III. INFORMATION AND INSTRUCTIONS FOR A RESEARCH APPLICATION

A. GENERAL INFORMATION.

The applicant should read the instructions in order to avoid delays and misunderstandings. Incomplete or inaccurate applications will be returned. The application must be prepared in English and typed, single-spaced, using standard black type that can be photocopied. Do not use photo reduction. All graphs, diagrams and charts should be in black ink. Do not include photographs, over-sized documents or materials that cannot be readily photocopied in the application. If such items must be included, submit them in three collated sets as an appendix. Strictly follow the page limitations set forth in the following instructions. Number the pages of the application consecutively (not 2A, 2B, etc.) at the bottom of each page, beginning with the face page of the grant. Use blank continuation pages where needed, numbering them consecutively at the bottom of the page.

1. Submission / Review Schedule. Mail or deliver the complete, signed, typewritten original application with 10 signed, clear, single-sided photocopies and 5 complete copies of all appendix materials, in one package to the Secretary, Kidneeds, postmarked by October 31, in order to be considered for funding beginning January 1.

2. Address of Secretary: KIDNEEDS, Secretary, PO Box 1324, Iowa City, IA 52244-1324 (telephone, 319-356-3612; FAX, 316-356-4547; e-mail, richard-smith@uiowa.edu).

B. SPECIFIC INSTRUCTIONS FOR GRANT APPLICATION

1. Face Page. State project title, name, title, and degrees of principal investigator; whether this is a new or renewal application; dates of proposed project period, and the direct, indirect, and total costs. For numbers 6-10, indicate institutional address and phone number for the principal investigator, the applicant organization, the performance site, if different, the official who is authorized to sign for the applicant organization (e.g., Assistant Dean for Research, etc.), and the official in the Business Office who will accept an award on behalf of the Principal Investigator. For number 11 and number 12, indicate status of project approval by the Human Subjects or

Institutional animal Use and Care Committee. For number 13, Principal Investigator's and Institutional Official's signatures are required.

2. Biographical Sketch (es). Submit biographical sketches for the Principal Investigator and Co-investigator(s) in NIH format.

3. Budget. Present a detailed budget for the twelve-month period. Salary and travel support for investigators are not allowed. Justify equipment costing more than \$1,000. (Additional pages may be added if necessary.)

4. Budget Report, Expenditures to Date, and Budget Estimate for the Future. This page is required only with applications for continued support (see II.F.1.). For renewal applications, expenditures to date for the current year's support (i.e., the first six months of the current project period) and an estimate of expenditures anticipated for the remainder of the grant year must be included.

5,6. Human Subjects; Animals. If Human Subjects or animals will be used in this project, before the proposal will be considered, the Institutional Review board (IRB) or Institutional Animal Care and Use Committee (IACUC) of the applicant institution must review and approve the proposal. If approval is pending, a letter of approval must be submitted within 30 days after the grant application deadline. The policies of the Office for Protection from Research Risk (OPRR), National Institutes of Health, Bethesda, Maryland 20892 must be fully implemented and satisfied.

7. Other Research Support. List all other current and pending research support. Use NIH format.

8. Previous Funding from KIDNEEDS. Indicate which year(s) the Principal Investigator has received funding from the KIDNEEDS.

9. Research Plan and Supporting Data. Copy this page or use blank continuation page as needed. (NOT OVER 10 PAGES TOTAL FOR a THROUGH e)

a) Specific Aims. List briefly and concisely the specific aims of the proposed research.

b) Introduction, Background and Significance. Present a concise description of the background and current status of work in the area of this proposal and the rationale behind your approach to the problem. Mention any special or unusual ideas or contributions, which your approach offers and explain the potential importance for the proposed work. Emphasize your awareness of significant developments in the field by discussing pertinent literature. Cite key references to aid the Scientific Advisory Board of the Research Fund in evaluating the merits of the proposal [indicate these key references by an asterisk (*)].

c) Research Statement. INCLUDE: A paragraph statement indicating how the research may lead to the amelioration of the consequences of dense deposit disease.

d) Preliminary Studies/Progress Reports. New applications should include PRELIMINARY STUDIES pertinent to the application. (NO MORE THAN FIVE

TYPEWRITTEN PAGES FOR SECTIONS a, b, c and d.)

e) Experimental Design and Methods. Give details of your research plan, describing the experimental approach as if you were submitting the completed work for publication in an appropriate journal. Include a description of the types of experiments or other work to be performed; methods, species, and techniques to be used; the kinds of data to be obtained and the method of data analysis. (NO MORE THAN FIVE TYPEWRITTEN PAGES)

f) Facilities and Equipment. Describe facilities at your disposal. List major items of permanent equipment available for this research.

g) Literature Cited.