



Research Award Program

**Cutaneous Lymphoma Catalyst
Research Grant
Application Manual**

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Mission

The mission of the Cutaneous Lymphoma Foundation (CLF) is to support each person with cutaneous lymphoma by promoting awareness and education, advancing patient care and facilitating research.

We exist to make sure that every person with cutaneous lymphoma gets the best care possible.

Introduction and Overview

A vital part of the CLF's mission is facilitating and funding research. The CLF is committed to funding promising research that can lead to improved therapies and a cure for cutaneous lymphoma. During the period of 2005-2008, the CLF funded a number of small investigator-initiated research projects focused on selected aspects of cutaneous lymphoma. In early 2012, the Foundation established the CLARIONS (**C**uring Cutaneous Lymphoma by **A**dvancing Research and **O**ffering **N**ew Solutions) Award. This award supported investigators interested in conducting innovative cutaneous lymphoma research designed to improve treatments, clinical care and quality of life for patients affected by cutaneous lymphoma. CLARIONS funded eight researchers, with a total of fourteen awards for innovative research, equaling \$350,000 in direct research support.

The CLARIONS Award program is now being followed by the introduction of the Cutaneous Lymphoma Catalyst Research Grant Program. The Cutaneous Lymphoma Catalyst Research Grant Award Program is designed to address a near term need to accelerate and extend important on-going research (details described below) in cutaneous lymphomas. The Cutaneous Lymphoma Catalyst Research Grant Award funding cycle will be 2019 - 2020 and leverage the CLF's research agenda focused on critical unmet medical and research needs in the cutaneous lymphoma field.

Indemnification Policy

The CLF is not responsible for any claim, judgment, damages, settlement, negligence or malpractice arising from a research project or investigation related to an award provided by the Foundation. The awardee and institution acknowledge responsibility for the conduct of research or investigations related to the award resulting from any act or omission on the part of the awardee and/or institution, their employees, agents, or representatives to the extent allowed by applicable law.

Policy on Scientific Misconduct Fraud

Any institution that receives funds from the CLF must have written policy guidelines on conflict of interest and scientific misconduct and fraud. It is the responsibility of the institution and the grantee/awardee to inform the CLF immediately, in writing, of any institutional investigation into the conduct of an investigator whose work is supported by the CLF, and to keep the Foundation informed in a timely manner of the progress and outcome of such investigation. A finding by the institutional investigation that the investigator was guilty of research fraud or misconduct is sufficient grounds to terminate CLF's support of a project.

Cutaneous Lymphoma Catalyst Research Grant Award Program

Eligibility and Requirements

Independent investigators at all levels are eligible to receive this award but the principle investigator must have a faculty appointment at an established and recognized academic institution. Medical students, post-doctoral fellows and graduate students are not eligible. Non-U.S. investigators are eligible and the research funded by this program can be conducted at non-U.S. institutions. All research projects involving human subjects must receive IRB approval.

To be eligible for this award, **you must have an actively funded grant** with specific aims directed at cutaneous lymphoma research and are seeking:

- ✘ Additional support to accelerate or expand the research objectives of an active cutaneous lymphoma grant
- ✘ Support to extend/continue the research activities from a specific grant as a lapse in funding is anticipated during the period immediately prior to or after the Cutaneous Lymphoma Catalyst Research Grant review.
- ✘ Evidence of the active grant, its aims and duration of funding must be presented
- ✘ Justification for this additional funding is a critical component of the review

Award Amounts

This is a one-year award up to \$50,000, contingent upon approval by the CLF Board of Directors and based upon the CLF Scientific Review Board's review and recommendation. A small indirect cost amount between \$1,000-\$2,000 is allowable. We anticipate awarding 2 - 3 new grants each year for the next 2 years depending upon available funds.

Application Review

The CLF Scientific Review Board (SRB) will review and rank award applications. In addition to specifically justifying the need for this additional funding, SRB members will evaluate each application using criteria that includes scientific merit of the proposal, investigator track record, institutional environment and impact of the proposal on the cutaneous lymphoma field and the mission of the Foundation.

The Cutaneous Lymphoma Catalyst Research Grant Program seeks to fund innovative projects from all areas of cutaneous lymphoma research with particular interest in:

- ✘ Clinical Impact
- ✘ Multi-institution collaborations
- ✘ Innovative science

While the areas listed above represent CLF priorities for this award, all grants will be reviewed without bias toward these focus areas. Final approval and funding of applications is made by the Foundation's Board of Directors.

Review and Award Schedule

- ✘ July 2019 Public announcement of Request for Applications (RFA).
- ✘ Sept. 30th Application deadline.
- ✘ Oct – Nov. SRB reviews and ranks applications, makes recommendations to CLF BOD
- ✘ End of Nov. Award recipients notified via email by the CLF.
- ✘ December Grant awards announced at ASH Meeting including distribution of press releases.
- ✘ January 2020 Disbursement of the Award and beginning of new award cycle.

The announcement of RFA will be made in July. The announcement of award recipients will be made in December at the ASH meeting during the CLF's Young Investigator Award ceremony. Awardees are not required to attend the ASH meeting, but those that are there will be invited to and recognized at the CLF's YIA event.

The grant funds will be disbursed in January [75%] and September [25%] based upon an interim progress report submitted in June. A final report is due within 30 days after funding completion.

Conditions of Awards

Notification: The principal investigator and the grantee institution will be advised by letter of the duration and amount of the grant awarded and will be provided with a template budget that reflects acceptable types and amounts of expenditures.

Payment: 75% of the award payment made within approximately 30 days of receipt of the signed CLF research award contract with the remaining payment made in the following September based upon sufficient progress being made.

Unobligated Funds: Because budgets in applications for grants are estimates of the funds required to perform the research indicated, unexpended funds may remain at the end of the grant term. Any unexpended funds must be returned to the CLF.

Renewal Grants: The Cutaneous Lymphoma Catalyst Research Grant is for one year only. There is no option for renewal. Eligible investigators may apply for a new Cutaneous Lymphoma Catalyst Research Grant Award in 2020 if needed.

Accounting Requirements

Final Financial Report: A full reconciliation of all expenses made for a research project is due within 30 days of the completion/termination of the grant. Reconciliations should be emailed to research@clfoundation.org by the financial officer of the grantee's institution. The Foundation is not responsible for over-expenditures of grants.

Progress Reports

Interim Progress Report: A brief report of the progress (2 pages) on the research project is required in order to receive the 2nd payment to be disbursed in July of the award year.

Final Research Report: The final progress report will be a scientific report including a list of titles and publications of papers supported all or in part by this research award. The final report shall be submitted to the CLF within thirty (30) days from the end of the grant. The undersigned acknowledges that failure to submit a final report on time will result in automatic elimination of consideration for subsequent awards.

Publications and Reprints

CLF grants are awarded with the expectation that the most important results of the funded research will be presented at scientific meetings and ultimately published in peer-reviewed journals. The responsibility for both lies with the principal investigator. The work funded by this grant and submitted to peer-reviewed journals should be submitted in parallel to the CLF as a courtesy.

When a manuscript funded wholly or in part by a CLF grant is accepted for publication, a copy of the accepted version, with the journal Editor's acceptance notification should be sent electronically to research@clfoundation.org.

If a press release from the institution is being prepared for distribution, the CLF would like to participate in the process—please notify the CLF at research@clfoundation.org.

The CLF should be acknowledged in all dissemination materials (i.e. publications, scientific presentations, press releases, etc.) related to research supported in full or in part by the Foundation. The following acknowledgment, or its equivalent, should be used: "This investigation was supported by a Cutaneous Lymphoma Catalyst Research Grant from the Cutaneous Lymphoma Foundation."

Application Process

Applicants will use the following process to apply for an award:

Step One: Download the Application Checklist from the CLF website at www.clfoundation.org/catalyst. This document contains the complete list of application materials needed to prepare and provide to the Foundation for consideration of an award.

Step Two: Carefully follow the completion instructions for each item in the Application Checklist. Each application must include only the items in the checklist. No additional materials (i.e. publications, cover letter, etc.) should be included.

Step Three: Submit all required application materials online at research@clfoundation.org. Application materials will only be accepted via online (email) submission.

The annual deadline for the Cutaneous Lymphoma Catalyst Research Grant award will be

September 30th.

Step Four: Applications will be reviewed by the CLF's Scientific Review Council (SRC). This review will take place between October and November.

Step Five: All applicants will be notified with a positive or negative response after the Scientific Review Council has selected awardees. A written critique of the proposals will not be provided.

Questions about the application process should be submitted to research@clfoundation.org or by calling 248-644-9014, extension 6.

Appendix A: Application Checklist

Cutaneous Lymphoma Foundation Research Awards Program Application Checklist

Applicant Name: _____

Title of Research Project: _____

The following materials must be submitted electronically with your application:

- | | |
|--|--------------------------|
| Application Checklist | <input type="checkbox"/> |
| Research Award Application Page | <input type="checkbox"/> |
| Title page and abstract | <input type="checkbox"/> |
| Layman's statement | <input type="checkbox"/> |
| Budget | <input type="checkbox"/> |
| Applicant's biographical sketch (use NIH format) | <input type="checkbox"/> |
| Research proposal | <input type="checkbox"/> |

All application materials must be submitted electronically to research@clfoundation.org.

Subject: Cutaneous Lymphoma Catalyst Research Grant

Application Contact Information

Cutaneous Lymphoma Foundation
 PO Box 374
 Birmingham, MI 48012
 Phone and Fax: 248.644.9014
www.clfoundation.org/catalyst
research@clfoundation.org

Appendix B: Application

Cutaneous Lymphoma Foundation (CLF) Research Awards Program (RAP) Cutaneous Lymphoma Catalyst Research Grant

Application Overview

The format for the Cutaneous Lymphoma Foundation Research Awards application is intended to allow investigators to present their proposals in a succinct fashion, demonstrating the questions to be addressed, the significance of the questions in relation to basic or clinical research in cutaneous lymphoma, an outline of the techniques to be utilized, and the competence of the investigator to complete the work proposed. These awards are intended to support preliminary experiments that will be suitable in expanded form for the National Institutes of Health and other funding.

The grant application may be completed online at <https://www.surveygizmo.com/s3/5135201/2019-2020-Catalyst-Research-Awards-Program>. Upon submitting the application, you will receive a digital copy by email that must be returned with the other required materials.

Project Description

Title of Research Project:

Funding Period:

Applicant Data

Name:

(First)

(Middle)

(Last)

(Degree)

Date of Birth:

Mailing Address:

Phone:

(Office)

(Cell)

(Home)

Fax:

Email: _____

Position: _____
 (Title) (Institution)

Other Funding:

Note: This proposal must be based on an active grant. Please highlight that grant below including the title, specific aims, funding amount and grant time period.

Please list all **other** current research support indicating the source, start date and amount. Please identify any grants/awards that have budgetary overlap with this application:

TYPE OF SUPPORT	SOURCE	DATE	AMOUNT	OVERLAP

Application Contents

- A. Title page and Abstract (one page)
- B. Layman’s statement (one page)
- C. Budget (one page)
- D. Applicant’s biographical sketch (use NIH format) (four pages)
- E. Research proposal (five pages) including justification for the additional funding needed for this specific award.

A. TITLE PAGE AND ABSTRACT

Include the project title, principal investigator (PI) name and affiliations, and the addresses of the PI and the official to whom correspondence should be addressed. The space limit for this is one page.

B. LAYMAN’S STATEMENT

In 300 words or less, describe in layman’s terms, your proposal and its significance for patients with cutaneous lymphoma. This statement should have a layman’s title and describe the aims of the project and its significance to the understanding of cutaneous lymphoma. Sufficient background should be provided so that a layman can understand the relationship of the proposed research to cutaneous lymphoma, the hypothesis underlying the proposed research aims and the proposed approach to

achieve them. This will be used for a variety of Foundation communications including its website, newsletter, press releases, award presentations, and others. **The Layman's Statement is a key component of the grant application. Lack of an adequately clear, focused and persuasive layman's statement will compromise the success of the application.** The layman's statement should be on a standalone page.

C. BUDGET

A budget must be submitted. A small indirect cost amount between \$1,000 to \$2,000 is allowable. A concise narrative of how you propose to allocate funds must be included. The space limit for this is one page.

D. APPLICANT'S BIOGRAPHICAL SKETCH

A NIH-format bio sketch must be submitted.

E. RESEARCH PROPOSAL:

This section includes a description of the research proposal in sufficient detail for adequate evaluation by the Scientific Review Board. Make every effort to be succinct and use figures or tables to summarize your plans. **The research proposal, including items 1-5 below cannot exceed 5 (five) pages, including figures and tables, but excluding references. Applications exceeding this page limit will be returned.** Font size can be no smaller than 11 point. Leave one-inch margins. Do not submit any appended material.

Suggested Format:

1. Specific Aims

Describe what you intend to accomplish and the hypothesis that is to be tested.

2. Background and Impact Statement

Describe why the research is important and what has already been done in the field. Evaluate existing knowledge in the field, and specifically identify the possible contribution your investigation may make to the field of cutaneous lymphoma research. ***This is also the section where you should justify the need for the additional funds, i.e., accelerate research, add a new aim not anticipated in the first grant, bridge a funding gap to another funding source.***

3. Preliminary Studies

Describe in detail what you have already accomplished on the project.

4. Experimental Design

Describe how you are going to accomplish the additional research. Describe in detail the experimental design, the process to be used, and the manner in which the data will be analyzed. Do not include details of established laboratory procedures.

5. Future Plans

Describe how the successful achievement of the proposed specific aims will lead you to a more competitive application for a larger grant.

6. Environment and Resources

Describe in detail your organizational structure regarding resources and institutional commitment to cutaneous lymphoma clinical services and/or research. Include where the work will be performed and sources of any supplemental funding supporting the project.

7. Literature Cited

Include all literature cited in your proposal; a maximum of 25 references.