Research Award Program

CLARIONS Grant
Application Manual

Curing Cutaneous Lymphoma by Advancing Research, Innovation and Offering New Solutions
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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

The inspirational tag line of the CLF’s Cutaneous Lymphoma Summit held in New York in 2009, “community, cooperation, cure”, brought into focus the great potential of interdisciplinary research. Advances in communication technology have already provided a platform that has enhanced inter-institutional and international collaborations. The cutaneous lymphoma community benefits from collaboration between all stakeholders - scientists, physicians, nurses, social workers, patients and caregivers - in developing coordinated strategies to address the research agenda for cutaneous lymphoma.

A unique aspect of the research agenda of cutaneous lymphomas is that it connects the worlds of dermatology and oncology. There are many unique medical aspects of cutaneous lymphomas that affect the skin, such as itching, protein loss, and infections due to breakdown of barrier protection, which are not found in other types of cancer. These dermatology-related aspects of cutaneous lymphoma are important and relevant in the areas of skin and cancer research. Likewise, many clinical features of cutaneous lymphoma are directly linked to abnormalities in the immune response and in the regulation of cell growth and replication. Therefore, advances in immunology, cancer biology, pharmacology and pathology are all necessary to lead to the cure.

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 a new and expanded Research Awards Program (RAP), dedicated exclusively to funding cutaneous lymphoma research. The CLARIONS grants are the CLFs response to the urgent need for a research strategy based on multidisciplinary collaboration, rooted in innovation and in the imaginative use of technology, focused on translating basic discoveries into optimal patient care.

The CLF’s RAP supports investigators interested in conducting innovative cutaneous lymphoma research designed to investigate the causes and improve the treatment, multimodality care and quality of life for patients. Discovering new avenues for better therapies and, one day, a cure for cutaneous lymphoma are key aims of this program.

Research Funding Priorities

The CLF’s RAP seeks to fund innovative research in all areas of cutaneous lymphomas with particular interest in:

• Etiology and risk factors of cutaneous lymphomas.
• Measures of disease impact on individuals and populations affected by cutaneous lymphomas.
• Translating discoveries into diagnostic and therapeutic advances in cutaneous lymphomas.
• Optimizing therapies for cutaneous lymphomas.
• Improving quality of life for individuals with cutaneous lymphomas

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 and 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.

Research Award

Eligibility and Requirements

Investigators at all levels, from clinical and post-doctoral fellows to established investigators, are eligible to receive awards. Medical students and graduate students are not eligible. Non-U.S. investigators are eligible and the research funded by the RAP can be conducted at non-U.S. institutions. Investigators must be members of an established and recognized academic institution. All research projects involving human subjects must receive IRB approval.

Award Amounts

Each year the CLF will provide two $25,000 awards, renewable for 1 year contingent upon approval by the CLF Board of Directors based upon the CLF Scientific Review Board’s review and recommendation. A small indirect cost amount between $1,000-$2,000 is allowable.

Application Review

The Scientific Review Board (SRB) will review and rank award applications. 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 mission of the Foundation. Final approval and funding of applications is made by the Foundation’s Board of Directors.

Review and Award Schedule

- February 24 Public announcement of Request for Applications (RFA).
- July 31 Application deadline.
- August – October SRB reviews applications, selects awardees and informs the CLF Board of Directors.
- November 1 Recipients notified via email by the CLF.
- December Grant awards announced at ASH Meeting including distribution of press releases.
- January Disbursement of the Award and beginning of new award cycle.

The announcement of RFA will be made in February. The announcement of award recipients will 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.

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.

Payment: One lump payment made within approximately 30 days of receipt of the signed CLF research award contract.
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: In highly selected circumstances, funding can be extended for one (1) additional year, for a total of two (2) years of research support. Support beyond the originally approved period is dependent upon submission of an interim progress report (see below) three (3) months prior to the end of the funding period, that clearly shows that the generation of high impact results is imminent and that the revised research objectives are very likely to be achieved with extension of the funding and within the proposed timeline. Renewed applications will be reviewed and have to be approved by the SRB and by the CLF Board of Directors. The awardee and the awardee's institution will be informed of the renewal of the grant within four (4) weeks from the end of the funding period.

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: An interim report of the progress made on the research project is required only for a renewed application and must be submitted within 9 months from receipt of the research award.

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 seven (7) days of 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 CLARIONS 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 [http://www.clfoundation.org/research/research-awards-program](http://www.clfoundation.org/research/research-awards-program). 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 applications is July 31.**

**Step Four:** Applications will be reviewed by the CLF’s Scientific Review Board (SRB). This review takes place annually between August and October.

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

Questions about the application process should be submitted to Holly Priebe at 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
- Research Award Application Page
- Title page and abstract
- Layman’s statement
- Budget
- Applicant’s biographical sketch (use NIH format)
- Mentor’s letter of support (only for Fellows)
- Research proposal

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

Subject: CLF CLARIONS Grant Application

Contact Information

Cutaneous Lymphoma Foundation
PO Box 374
Birmingham, MI 48012
Phone and Fax: 248.644.9014
www.clfoundation.org/research/research-awards-program research@clfoundation.org
Appendix B: Application

Cutaneous Lymphoma Foundation (CLF) Research Awards Program (RAP) CLARIONS Grant Application

Overview

The format for the Cutaneous Lymphoma Foundation’s 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 maybe completed online at http://www.surveygizmo.com/s3/1144364/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 Initial) __________________________ (Last) __________________________ (Degree)

Date of Birth: __________________________

Mailing Address: __________________________

Phone: __________________________

(Office) __________________________ (Cell) __________________________ (Home)

Fax: __________________________

Email: __________________________

Position: __________________________

(Title) __________________________ (Institution)

Other Funding

☐ I am NOT currently supported by or seeking funding from other sources for this or other projects.

☐ I am currently supported by or seeking funding for this or other projects from:

Comments:

__________________________________________________________________________

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

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**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. Mentor’s letter of support (only for Fellows) (one page)
F. **Research proposal** (five pages)

**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 Significance**
   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.

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 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 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.