



Grant Application 2010

INSTRUCTIONS

Lupus Foundation of Minnesota
The Atrium • Suite 135
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FAX: 952.746.5155
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GENERAL INSTRUCTIONS:

Deadline: Completed application must be received in the Lupus Foundation office by 8:30 a.m. Monday, October 19th, 2009

The office address is:
Lupus Foundation of Minnesota
2626 East 82nd Street, Suite 135
Bloomington, MN 55425
Attn: Jennifer Monroe, President

Page Format: Allow 1 inch margins at the top, bottom, and sides of each page.

Place the principal investigator's name in the top margin at the right side of the page on each page except the cover page.

Number each page sequentially in the bottom margin.

Page Limitation: The narrative section of the proposal is to be limited to 5 single-spaced pages.

Submission: Submit 5 complete copies. One complete original application (identified as such), along with 4 complete copies.

COVER PAGE:

1. **Title of Application:** Give a concise, descriptive title for the project being proposed.
2. **Name and Title of Principal Investigator:** The principal investigator is the person responsible for the overall conduct of the proposed project.
3. **Institution, Address, and Phone Number of Principal Investigator:** Provide the office address and phone number for the principal investigator.
4. **Dates of Proposed Grant:** The funding period for the current grant application is January 1, 2010 through December 31 2010.
5. **Total Funds Requested:** Awards will generally be in the range of \$20,000 to \$35,000 but are at the discretion of the foundation. The total funds requested should be the total grant request (direct plus indirect costs) as totaled on page 4 of the application.
6. **Certification of Compliance with Requirements for use of Human and/or Animal Subjects:** If human or animal subjects are to be utilized during the proposed research, this fact should be noted in this space. Additionally,

compliance must be certified by appending correspondence from the appropriate committees of the sponsoring institution. If not included with the proposal, documents certifying approval for use of human and/or animal subjects must be received in the Lupus Foundation office prior to final approval of any grants.

7. **Financial Officer:** Provide the name, title, and address of the financial officer of the institution responsible for disbursement of grant funds.
8. **Institutional Official:** Provide the name, title, and address of the officer of the institution authorized to sign on behalf of the institution. This person's signature is required on the cover page.
9. **Agreement with Conditions of Award:** The principal investigator must sign and date the cover page, certifying agreement to accept responsibility for the scientific conduct of the project.

ABSTRACT:

The abstract should describe the proposed project in concise yet clear terms. The specific aims, methods to be employed, significance of the research, and relevance of the project to patients with lupus erythematosus should be described in the abstract. The abstract should be contained within the space provided, without continuation pages.

SUMMARY IN LAY LANGUAGE:

The lay language summary is an important aspect of the proposal. It will be used for reports to the Board of Directors of the Lupus Foundation of Minnesota, marketing, public relation and other purposes and need not be longer than 1 page in length. A follow-up summary in lay terms responding to those specific items listed in the original application will also be required along with the final report (see page 6 *post award information*, below).

DETAILED BUDGET PROPOSAL AND BUDGET JUSTIFICATION:

The proposed budget should accurately describe proposed expenditures of research funds for this project. Amounts should be rounded off to the nearest dollar. Funds will not be provided for travel, construction or renovation of facilities, or salaries for staff level personnel (including physicians, basic scientists, or allied health personnel). Proposed expenditures should be assigned to one of the budget categories listed on page 4 of the application.

A separate page justifying expenditures listed under the categories of salaries, equipment, and other expenses, as well as unusual or not readily apparent budget items, should be attached following the budget page. Indirect costs should not exceed 5% of the total grant funding. The total budget request should be indicated on the cover page of the grant.

PROFESSIONAL PERSONNEL INVOLVED IN PROJECT:

List on this page all professional personnel involved in the proposed research. This list should include the principal investigator, any co-investigators, collaborators, and consultants. Include titles, addresses, and phone numbers for each individual. Letters of agreement to be involved in the project as well as biographical sketches for each listed person should accompany the proposal.

BIOGRAPHICAL SKETCH:

A biographical sketch should be submitted for each of the professional personnel listed on the previous page, beginning with the principal investigator. Copy the attached form if additional copies are needed for other personnel. Please limit the biographical sketch to the preprinted page plus one continuation page. For continuation pages and other personnel, number pages sequentially.

Name and Title: Provide the name and academic title for each key person.

Education: Beginning with baccalaureate education, list education and post-graduate training positions in chronological order.

Research and Professional Experience: List in chronological order employment and research experience. Include information about any honors and Advisory Committee memberships.

Publications: List in chronological order recent representative publications, especially those pertinent to the present application.

OTHER FINANCIAL SUPPORT:

Information concerning other financial support is required for the principal investigator and any co-investigators and collaborators. It is not required for consultants. Copy the attached form if additional copies are needed.

List the granting organization and, if applicable, the grant number. Provide the other information requested on the form.

If there is any scientific or budgetary relationship between the other financial support and the proposed grant, it should be clearly delineated in the space provided.

List previous grant awards received by investigator from the Lupus Foundation of Minnesota.

FACILITIES AND EQUIPMENT AVAILABLE:

Facilities Available: Describe the resources available for the proposed project. Briefly describe the laboratory, animal care, clinical, and any other pertinent facilities required for completion of the project.

Equipment Available: Briefly list and describe the major equipment necessary for the proposed project and its availability for the project.

RESEARCH PROPOSAL:

The narrative section of the proposal must not exceed 5 single-spaced pages, exclusive of references. Allow 1-inch margins at the top, bottom, and sides of each page. Please number references sequentially in order of citation in the text.

The proposal should be organized according to the following outline:

1. **Specific Aims:** Concisely describe the overall goals of the research and the specific aims of the proposed project.
2. **Background:** Discuss the information that forms the basis for the proposed project. The background may include descriptions of the previous work of others and/or the principal investigator that forms the rationale for undertaking the proposed project. Given the overall page limitation of this proposal, the background is not expected to provide an exhaustive review of the subject but should develop a logical justification for the work proposed.
2. **Experimental Design and Methods:** Describe the experimental approach to be used to accomplish the specific aims of the project. Detail the experimental design of the project, including the overall sequence of studies to be performed, justification for use of animal and/or human subjects, and a timetable for completion of each set of experiments. Describe the methods to be employed or append manuscripts demonstrating the principal investigator's ability to apply methods proposed. If new methods are to be employed, describe them in this section and discuss their advantage over older methods. Interpretation of finds, including the statistical methods to be utilized, should be described. Potential difficulties which might be encountered should be described.
3. **Significance of Research:** Briefly describe the relevance of this research project to its scientific field. Additionally, discuss the importance of the work to further understanding of pathophysiologic mechanisms or clinical problems related to lupus erythematosus.
3. **References:** For each citation, list all authors, the title of the article or chapter, the name of the book or journal, volume number, page numbers, and year of publication.

POST-AWARD INFORMATION:

For proposals receiving funding, a final report including both a description of work accomplished and budget expenditures must be submitted within 90 days of termination of the funding period.

In addition, a lay language summary report no longer than one page in length should also be submitted along with the final report above. This brief summary should address those items identified in the original lay language summary submitted at time of application (see page 3).

Previous year recipients who have not submitted a final report as identified above- and not formally requested and been approved for an extension- will be ineligible for subsequent funding considerations until all past due reports are received in completion by the foundation.

Publications resulting from any funding awarded must acknowledge the support of the Lupus Foundation of Minnesota, and copies of reprints of such publications should be forwarded to the Lupus Foundation office.