

# Research Grant Program Guidelines

**Using this Document** These Program Guidelines, along with the Program FAQ's available at [www.ChildrensHeartFoundation.org](http://www.ChildrensHeartFoundation.org), are intended to be a comprehensive resource for both prospective and current grantees in the CHF Research Grant Program. It is the responsibility of all applicants and grantees to review and utilize the information in the Program Guidelines and the FAQ's. Please reach out to the Grants Administrator at [ResearchGrants@ChildrensHeartFoundation.org](mailto:ResearchGrants@ChildrensHeartFoundation.org) if you have any questions.

## Key Dates

**Grant Cycle Opens: February 5, 2019, 9 a.m. Central Time**

**Application Deadline: June 7, 2019, 5 p.m. Central Time**

**The Children's Heart Foundation (CHF) mission is to fund the most promising research to advance the diagnosis, treatment and prevention of congenital heart defects.** CHF seeks life-saving, life-changing CHD research in clinical cardiology, basic science, population science, and advancement of surgical/interventional techniques.

These guidelines will provide you with a brief introduction to CHF policies; information needed to review your grant proposal and instructions for completing the application.

## Funding Cycle and Limitations

CHF will issue one call for proposals in 2019. Deadline for applications is **June 7, 2019**. A final decision and the announcement of grants will be made in **December 2019**. CHF will acknowledge receipt of proposals within 10 days of submission via email. After review and funding decisions, an email will be sent by CHF regarding grant proposal status. Investigators not receiving CHF funding will be notified by December 22, 2019.

No single project may receive more than \$100,000 in CHF funds during any calendar year. **Current award recipients must wait 1 year ( 12 calendar months ) before submitting a new proposal.**

The recipient of any grant from CHF must use the funds awarded for the specific purpose for which they were originally intended.

CHF requires that a detailed accounting of all funds along with a follow-up progress report, be submitted no more than one year from the date of the award (see below). Any funds not used in the above manner specified must be returned to CHF. If funding for the same project is secured through another agency, funds must be returned to CHF upon receipt of funds from the other agency. Requests for CHF funding should be submitted prior to securing commercial investment or support.

## General Information

English is the only language to be used. The application form should include all items listed under “Specific Instructions.” Once the application is complete, please submit using the CHF online portal at [ChildrensHeartFoundation.submittable.com](http://ChildrensHeartFoundation.submittable.com).

If any part of the application is incomplete, or if any of the documents requested are not included, the application will not be reviewed.

## SPECIFIC INSTRUCTIONS

### Face Page

**Title of project:** Please observe the size limitation of the box and limit the title to a maximum of two lines.

**Name of principal investigator:** Please give full name of the PI responsible for the scientific conduct of the study.

**Degree(s):** List up to the three highest degrees earned by the PI.

**Academic rank/title:** Please list the current academic rank or title of the PI.

**Address:** Please list the address of the PI that is to be used for all correspondence, including the city, state, nation, and zip code.

**Telephone, fax and/or email:** Please supply the information that is to be used for all correspondence. This can be home or work numbers and addresses.

**Dates of proposed project:** Please indicate the proposed start and finish date for this project.

**Representative Work:** Please attach copies of up to three of your most representative works.

### Lay Summary

All applications for research funding will be assessed for their potential impact on the CHF mission based primarily on the Lay Summary. The summary will be reviewed for mission impact during the peer review process and may be assessed by a lay reviewer.

Describe your work in a way that will be understood by people who do not have scientific or medical backgrounds. Be clear and avoid technical and scientific terms when possible.

### Funding Requested

Please indicate the funding requested for the first and second year of the project and the total funding required to complete the project.

### Other Funding Sources

Available funding information is required for all applications and is used to check for alternative or overlap issues between the proposed research and other current or pending projects.

List all research project support available to you (active, approved or pending) for funding. List NIH project grants, NIH K awards, portions of NIH program projects, NIH contracts, contracts from industry, grants from other non-federal health agencies, any funds available to you through other investigators as well as departmental/institutional support.

## Research Plan

The research plan should be organized according to the following format: Specific Aims, Background and Significance, Preliminary Studies, Research Design and Methods.

(a) **Specific Aims:** List the broad and long-term objectives of the project. Describe concisely and realistically what the specific research described in the application is intended to accomplish and any hypotheses that are to be tested. One page is recommended.

(b) **Background and Significance:** Briefly sketch the background of the present proposal, critically evaluate the existing knowledge and specifically identify the gaps in the knowledge, which this project is intended to fill. State concisely the importance of the research described in the application by relating the specific aims to the broad long-term objectives. Relate the relevance of the research to the diagnostic and/or treatment of congenital heart defects. One to two pages are recommended.

(c) **Preliminary Studies:** For new applications, a report of the PI's preliminary studies related to the studies in this application are recommended. This should establish the experience and competence of the investigator to pursue the proposed project. For renewals, a project report should be submitted for this section (see below).

(d) **Research Design and Methods:** Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed and interpreted. Describe any new methodology and their possible advantages over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Provide a tentative timetable for the investigation. Any procedures, situations, or materials that may be hazardous to personnel and precautions that will be taken should be discussed.

Include sufficient but concise information to facilitate an effective evaluation without having to review any previous application(s). Be specific and informative and avoid redundancies. **Reviewers often consider brevity and clarity in the presentation to be indicative of a focused approach to the research objective and the ability to achieve specific aims of the project.**

Although no specific page recommendation is made for this section, please be cognizant that **the maximum number of pages allowed for parts (a) through (d) is 12 pages**, including all tables and figures. Do not attach an appendix for tables and figures.

## Detailed Budget for the Project

Use the budget form included in the application to detail the costs of the project and the requested funding. Please note that only direct costs will be considered for funding. A list of the non-allowable costs is detailed below. If the project is to proceed through multiple years, please fill out a budget form for each year of anticipated funding, noting the year (i.e. 1,2,3...) in the upper left box.

**Non-allowable costs:** Outlined below is a list of non-allowable costs. This list is not exhaustive. If you have a question about an allowable cost, please consult the CHF office before submission.

- Alteration or renovation of lab or office space
- Audiovisual materials
- Audit costs
- Communications
- Conference grant costs
- Consultant services – may be allowable under certain circumstances; please consult CHF office
- Entertainment costs
- Fringe benefits
- Fundraising
- Indirect costs
- Insurance
- New construction
- Principal Investigator or consultant salary
- Publications – may be allowable if work to be published is supported by the CHF grant and if the charges are levied impartially on all papers published by the journal. The cost for reprints without covers is allowable; if the journal only provides reprints with covers, the additional costs may be allowable.
- Travel expenses
- Taxes
- Tuition or trainee salary or costs
- Technician salary is generally allowable if the justification is provided that the project could not be processed without this employee's help and expertise. The principal investigator must directly employ the technician; consultant technician salary will not be allowed.

## Human and Animal Subjects

**Human Subjects:** The regulations for the protection of the human subject provide a systematic means, based on established, internationally recognized ethical principles, to safeguard the rights and welfare of individuals who participate as subjects in research activities. The regulations require that applicant organizations establish and maintain appropriate policies and procedures for the protection of human subjects.

Briefly describe the proposed involvement of human subjects in the work to be conducted, including the characteristics of the population, the anticipated number of participants, the age range, health status and rationale for the use or exclusion of any specific subpopulation. Indicate if specimens will be taken from individuals, or if specimens exist, indicate if records or dates will be used. Describe plans for the recruitment of subjects and the consent procedure to be followed. Please indicate if recruitment bias is likely and what steps are to be taken to limit the bias. State if the Institutional Review Board (IRB) has approved the project or authorized a modification or waiver of consent procedure. Discuss why the risks to the subject in relation to potential benefits are reasonable and acceptable.

**Animal Subjects:** Provide a detailed description of the proposed use of the animals, identifying species, sex, origin, age range and numbers of animals to be used. Justify the use of the animals including the choice of species and numbers to be used. Provide information on the veterinary care of the animals and the facilities available. Describe the procedures to be used to ensure that discomfort, distress, pain

and injury will be minimized. Describe the use of analgesia and anesthesia to be used and the method of euthanasia to be used.

## Primary Investigator and Other Collaborators' CVs

Please complete a curriculum vitae for principal investigator and collaborators, including education, training, honors and awards, and past and pending funding. Any overlap with present or future funding with the CHF grant proposal should be detailed. List up to 10 representative publications. The publications should reflect either the most recent publications or the publications that reflect the investigator's prior experience in the field.

## IRS 501 (c) (3) Form

Please have the financial officer at your institution submit a copy of the 501 (c) (3) form or letter outlining the tax-exempt status of the institution. Only one copy needs to be submitted with the original application.

## Additional Information

**Name and address of administrative financial officer:** Please list the administrative financial officer responsible for overseeing grant monies for the applicant's institution. The original signature of this official is required.

**Name and address of department chairman:** Please list the Department Chairperson for the applicant. If the PI is the department chairperson, type "same as PI." Chairperson's original signature is required.

**PI assurance:** PI must sign the assurance "oath" for honest scientific conduct.

**Do not attach an appendix to the grant application. Any materials contained in an appendix will not be considered as part of the application.**

## Funding Follow-up Request

CHF requires a 1-2 page progress report and detailed accounting of all monies used at the end of each funding year which summarizes the research accomplished based on stated specific aims. **Abstracts or publications resulting from this funding should be submitted to CHF as soon as possible. Please indicate the support of CHF in publications by including a statement such as "Supported (in part) by a grant from The Children's Heart Foundation."**

## FOR ADDITIONAL INFORMATION

If you have any questions regarding your application, please email or call The Children's Heart Foundation.

The Children's Heart Foundation

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**Email: [ResearchGrants@ChildrensHeartFoundation.org](mailto:ResearchGrants@ChildrensHeartFoundation.org)**

**For technical support please contact [support@submittable.com](mailto:support@submittable.com)**