

KIDNEEDS GRANT APPLICATION INSTRUCTIONS

C3 GLOMERULOPATHY

I. PURPOSE

The purpose of KIDNEEDS is to encourage and support research in sciences related to the investigation of C3 GLOMERULOPATHY (C3G). 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 \$75,000 per granting period, including indirect costs.

Grants can be renewed for 2 periods. Renewals are competitive.

Grants are available to research scientists in North America and Europe. No funds may be requested or used for investigator travel or salary except in unusual circumstances, which must 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 April 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 competitive renewal application must be received by December 30 together 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 August 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. 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. Electronic submissions ONLY; e-mail the completed, signed application to richard-smith@uiowa.edu by **December 31** in order to be considered for funding beginning April 1.

2. Address of Secretary: Richard JH Smith, MD, 200 Hawkins Drive, 21151 PFP, University of Iowa, Iowa City, IA 52242 (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, applicant organization, performance site, official who is authorized to sign for the applicant organization (e.g., Assistant Dean for Research, etc.), and 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 12-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.

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 (8 pages maximum). Copy this page or use blank continuation page as needed.

a) Specific Aims (1 page maximum). List briefly and concisely the specific aims of the proposed research

b) Introduction, Background and Significance (2 pages maximum). 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. 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) Proposed Research (5 pages maximum).

1) Preliminary Studies/Progress Reports. New applications should include PRELIMINARY STUDIES pertinent to the application.

2) Experimental Design and Methods. Give details of your research plan, describing the experimental approach. 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.

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

e) Literature Cited.