



## **RESEARCH GRANT APPLICATION**

**ALL APPLICATIONS SHOULD BE SUBMITTED BY SEPTEMBER 15, 2023**  
Return to ChiRhoClin Research Institute, 4000 Blackburn Lane Suite 270 Burtonsville, MD 20866

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V03614

## General Guidelines and Policies for Grant Submission

### Introduction

ChiRhoClin Research Institute is a private, non-profit, educational, and scientific research Institute for advancing education and science, to improve patient's quality of life and to advance medical information for cure of diseases. CRI's current areas of focus are with the gastrointestinal diseases such as irritable bowel syndrome, ulcerative colitis, pancreatitis, pancreatic insufficiency, and pancreatic cancer.

### Eligibility

Applicants must be employed by an institution engaged in health related research within the United States. Further, the applicant must agree to be under supervision by the institution while conducting research supported by CRI. In cases of a change in institutions while applying for, or utilizing funds from a CRI grant, applicants must notify CRI and will be subject to review based upon the change in circumstances.

The research must be in the field of pancreatic diseases. Studies intended to advance knowledge in the areas of irritable bowel syndrome, pancreatic carcinoma, and all forms of pancreatitis would be the closest to the areas of interest of the CRI. Studies more closely related to diabetes will not be accepted at this time.

### Terms

**Grants will be made for one year only. The maximum award will normally be under \$5,000 for one year. Funding is to cover direct costs only and all costs should be reflected in the budget. Dependent upon the grant awarded, payment may be dispersed incrementally.**

### Selection Criteria

All proposals received and accepted for review will be reviewed by the grant review committee. Each proposal must be accompanied by a letter of support from the institution and also from a mentor who is experienced in the research that will be conducted. The members of the review committee are physicians/researchers with special interests in the field of pancreatic diseases. They will review the proposals and make recommendations for funding based on the merit of the proposed research, including its relevance to the areas of focus by CRI.

The Committee will make a report to the CRI's for funding. Only by approval of CRI's grant funding administrator can proposals be accepted for funding. Applicants will be notified as to the actions by CRI in this regard.

### Non-Profit Statement

CRI is a non-profit organization under Section 501 (c)(3) of the Internal Revenue Code. Grant funding can only be awarded to institutions that can attest to their similar non-profit status.

## Preparation and Submission of Application

### Preparation

Applicants should complete the original Research Grant Application provided by CRI. In addition, using a single electronic file (Adobe PDF format), the application format should be as follows using the headings listed below.

- Title
- Abstract: limited to 400 words
- Specific Aims: maximum of one page with a clear description of the hypothesis being tested
- Background and Significance (maximum of two pages and should adequately cite literature pertinent to the area under investigation)
- Preliminary Data: If this application represents a resubmission, a description of new information or data should be clearly outlined. Maximum of two pages.
- Proposed Studies and Methods:
  - Anticipated results and pitfalls should also be included. Maximum of three pages.
- Literature cited.
- Mentor/supervisor's experience/qualifications in conducting similar research and or procedures. Assessment of certainty to complete task as outlined in grant within time frame indicated in the grant.
- If the grant is for a clinical trial, the protocol, case report form, and informed consent must be provided and submitted to institution IRB and attached to the application. IRB approval letter for the study protocol submitted as part of the grant application will be required prior to funding of the grant. For larger grants requiring multiple years continued IRB approval is required for continued CRI grant funding.
- Budget Justification: One page. Justification for salary support and supplies and equipment listed in the budget page should be detailed.

- Bio-sketch and Other Support (maximum of 3 pages) should be submitted in NIH format for the Principal Investigator and other co-investigators listed in the application. Potential overlap with other funding should be clearly detailed.
- The original should be FEDEX before the deadline specified in the postings distributed by CRI. CRI will notify the applicant when to expect review results.
- The Principal Investigator and the Institutional Representative must sign the application before it will be accepted for review.
- The Abstract portion of the application should contain enough information to adequately explain the project and its relevance to the pancreas.
- The budget should be inclusive and for direct costs only. Justification is needed for all equipment purchases over \$ 500.00.
- The Attestation Statement must be read and signed by the Principal Investigator. Item number 8 refers to the Investigator's commitment that the research will be conducted under the supervision of an Institution at which appropriate standards and oversights are working.
- It should be understood that the results from the grant are expected to be published in a peer reviewed journal appropriate for the study content. Within the published manuscript should be a statement indicating CRI's support of this study with CRI's grant number. A copy of the manuscript and progress reports towards obtaining publication will be timely.

**Submission**

The entire grant submission should be provided in a single electronic file in Adobe PDF format. It must be submitted to CRI.

**Notification**

The notification of the decision regarding funding will be mailed to the applicant and the Institutional Representative.

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**TITLE OF PROJECT**

**Date:** \_\_\_\_\_

**Title of Project:** \_\_\_\_\_

**Total Amount Requested:** \$ \_\_\_\_\_

**Principal Investigator:**

Last name, first name, initial, degree:

Title:

Name of Institution:

Department:

Number and Street:

City, State, and Zip Code:

Telephone and Fax numbers:

(T)

(F)

Email Address:

Signature \_\_\_\_\_

Date

**Official of Institution:**

Last name, first name, initial, degree:

Title:

Name of Institution:

Department:

Number and Street:

City, State, and Zip Code:

Telephone and Fax numbers:

(T)

(F)

Email Address:

It is the responsibility of the institution to assure that the activities funded by this grant are properly carried out in accordance with the guidelines established by the U.S. Department of Health and Human Services. This assurance is verified by the signature of the Official signing below:

Signature of Official \_\_\_\_\_

Date



## Attestation Statement Regarding Indirect and Duplicate Costs

1. By affixing my signature below, I attest that I have read and will follow the following principles with regard to funding supplied to me by the ChiRhoClin Research Institute (CRI).
2. The funds that I have applied for will be used to fund only the direct costs of the proposed research for which I am applying. I understand that at this time no funds are available for indirect costs.
3. I further understand that if duplicate funding for this project is obtained, at any time that I will immediately inform the CRI and withdraw my request for funding. In the event that any portion of the project is now being funded by, or in the future is funded, by another source, I will fully disclose that to the CRI.
4. Application shall be on the form provided by the Foundation. If the application is made by a research organization, such organization must be exempt from federal taxation under Section 501 (c)(3) of the Internal Revenue Code and must provide a copy of the determination letter issued by the Internal Revenue Service granting such exempt status.
5. The principle area of investigation shall be educational, and scientific research including to advance, educational, and science, to improve patient quality of life and to advance the information for cure of disease focusing on gastrointestinal diseases such as irritable bowel syndrome, ulcerative colitis, pancreatitis, pancreatic Insufficiency and pancreatic cancer in accordance with Section 501 (c)(3) of the Internal Revenue Code.
6. The principal investigator's institution will be responsible for certifying to the Institute that the research is being conducted in accordance with current medical research standards and that is in compliance with the current guidelines of the U.S. Department of Health and Human Resources regarding Vertebrate Animals, Recombinant DNA, Research Misconduct, and Financial Conflict of Interest. The institution will further verify that any research involving human subjects or vertebrate animals has been approved by the necessary institutional review boards and committees, in accordance with existing laws and regulations.
7. The Principal investigator shall submit a budget with the application and justification for budgetary items exceeding \$2000 in aggregate.



8. The Principal investigator shall be required to submit a final report summarizing research results, publication manuscripts, final copy of publication, and listing of all publications in which the findings have been published when available.

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Principal Investigator

Date