

Policies and Instructions for Research Grants

BACKGROUND

The mission of the ITP Foundation (referred to herein as ITPF) is to increase awareness and improve the diagnosis and treatment of children and adolescents with Immune Thrombocytopenia. Laboratory or clinical research proposals are appropriate subjects for research support if they address important scientific questions regarding ITP mechanism, diagnosis, or treatment.

(We do not accept applications that focus on clinical trials in adults or thrombocytopenias due to non immune etiologies.)

Purpose of Grants

The ultimate goal of research supported by the ITPF is to gain a fuller understanding, enhance treatment, and produce a cure, for ITP.

Authority for Making Grants

Grants are made by the Board of Directors of the ITPF acting on the recommendations of the Medical Advisory Panel.

Eligibility for Grants

Grants are awarded to qualified institutions to support research on ITP.

Basic Considerations in Making Grants

In considering grant applications, the ITPF takes into account:

- Purpose of the research program and plan of study submitted
- Qualifications, experience and abilities of the applicants
- Facilities available

Human Subjects

Human subjects studied in the course of research conducted under a grant are under no circumstances a responsibility of the ITPF.

Prohibition of Discrimination

No person shall be excluded from participation in or denied the benefits of any program or activity receiving financial assistance from the ITPF because of race, ethnic origin, religion, sex, handicapping condition or disability or sexual orientation.

Amendment of Policies

The ITPF reserves the right to modify or amend its policies governing grants. The grantee agrees to abide by any changes, or to terminate the grant, at the time when said changes become effective. Failure to abide by the policies governing grants or amendments shall be considered sufficient grounds for cancellation of a grant or a refusal by the ITPF to consider any pending application by the grantee.

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APPLICATION PROCESS

A request for a grant application is made to the ITPF. Please call for the most up-to-date information.

Funding of Grant

New Request

Applications submitted should contain a detailed budget. Although program content may be approved for multiple years, funding is authorized for only one year at a time.

Continuation

Grant renewal is conditional on progress and availability of funds.

To continue a program for a second year, funds will be authorized upon receipt of a summary of the work already accomplished. A completed signature page, and budget for the second, as per a new request as detailed above, must accompany the request.

Renewal Request

All current grants are subject to competitive renewal upon application. Successful applicants are limited to four renewals.

Acceptable DIRECT COST Items

- Salaries of professional staff without faculty appointments, and technical assistants.
- Minimal but essential permanent equipment. Any permanent equipment must be directly relevant to the ITPF research grant.
- Expendable supplies.
- Other expenses relevant to the conduct of the research.
- Travel - Not to exceed \$1,000 to attend scientific meetings. Any travel must be directly relevant to the ITPF research grant.

Indirect Costs

The ITPF recognizes that an academic institution to which a grant is made will incur additional operating costs while the program is in effect. In such cases, the ITPF will allow the institution a budget item for INDIRECT COSTS limited to **10%** of the TOTAL DIRECT COSTS.

Grant Budget Items That Are Not Acceptable

- Salary for the Principal Investigator or participants with faculty appointments
- Construction, alteration, maintenance or rental of building or building space
- Computer equipment, office equipment and furniture
- Fees for membership in scientific societies
- Office supplies including mail/postage costs; copying costs; telephone, fax, or modem line costs.
- Tuition
- Publication costs
- Books and journals
- Service contracts
- Waste disposal
- Glassware washing

Human Subjects

If human subjects are used in the proposed study, a certification form must be provided to the ITPF indicating that the Institutional Review Board has approved the proposed study.

Animal Studies

If animals are used in the proposed study, a certification form must be provided to the ITPF indicating that the study has been approved by the institution's committee for animal use and care, and that appropriate precautions have been taken to ensure that proper treatment, care and humane conditions have been provided.

GRANT ADMINISTRATION

Conformity with Budget

The ITPF reserves the right to a refund, on demand, of all grant funds that have been expended in unauthorized ways.

Financial Accounting of Grant

The grantee institution is required to submit to the ITPF a detailed accounting report of expenditures 90 days after the termination date of the grant. Periodic interim accounting reports may be requested by the ITPF.

All unexpended funds must be returned to the ITPF along with a final accounting report.

When a grantee has more than one grant from the ITPF, excessive expenditures in one grant may not be offset by unused funds in another.

The ITPF reserves the right to audit the institution's financial records pertaining to the grant.

Payment

Payments to the grantee institution are made in one to four payments, beginning with the start-up date of the grant, and based on the amount of the grant and the ITPF's discretion. The ITPF will withhold a payment pending receipt of the certificates of approval for use of human subjects and/or animals in research, if applicable, for the time period of the grant and submission and acceptance of outstanding accounting reports and progress reports.

Transfer of Grant

On written request by the Principal Investigator, transfer of a grant to another institution will be considered by the ITPF. The written request should include the new position, department, institution, effective date, and facilities available.

Extension of Grant Period

An extension, without supplemental funds, of the termination date of a grant will be considered by the ITPF on written request by the Principal Investigator. It must be requested at least three months prior to the termination date of the grant.

Responsibilities of Principal Investigator

If the principal investigator is unable to complete the research approved because of illness, departure from the institution, or other major cause, this matter must be brought immediately to the attention of the ITPF.

Personnel

Personnel compensated in whole or in part with funds from a grant of the ITPF shall not be considered employees or agents of the ITPF.

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PATENTS AND DISCOVERIES UNDER GRANT

Since inception, the ITPF has funded medical research, demonstrating a strong tradition of supporting science in the public interest to encourage the wide dissemination of scientific knowledge.

The ITPF's Policy on Patents applies only in situations where the decision to seek letters of patent has been made by a grantee whose research was funded in whole, or in part, by the ITPF.

All inventions made with the support, in whole or in part, by this grant must be reported at the earliest practical time to the ITPF. The grantee agrees to notify the ITPF immediately of the decision to apply for letters of patent or other legal protection for intellectual property. The ITPF agrees to keep all information regarding such applications confidential.

The ITPF reserves the right to share in any proceeds from an invention or discovery developed under this grant. This right shall include the sharing of licensing fees and royalties. Should the ITPF choose to assert this right, the ITPF's expectation is to share in any license fees and royalties (net of costs) from the patent on a pro rata basis. The numerator of the sharing formula shall consist of the fees and royalties, less the grantee's expenses and disbursements of patenting and such other costs, taxes, or expenditures as may be necessary or required by law. The denominator shall consist of the proportionate contributions of the ITPF and other funding organizations and grantors that choose to assert their respective rights, as well as direct and indirect support, provided to the grantee. All reasonable administrative and overhead expenses of the grantee institution shall be factored into the calculation of indirect support.

Because the ITPF funds scientific research in order to further its mission, any patent and royalty revenue received by the ITPF will be reinvested into its research program.

Ownership of Purchased Materials

All apparatus and materials purchased, and all scientific equipment and instruments paid for with grant funds of the ITPF, shall be the property of the grantee institution.

Publications of Grantee

Each grantee is obligated to furnish the ITPF with one reprint or copy of any published report of research sponsored in part, or in full, by the ITPF. Any such publication should carry a credit line reading, "Supported in Part by Research Grant No. ____ from the ITP Foundation."

Publicity on Work Under Grant

The grantee institution will cooperate with the ITPF in announcement through the news media of grants awarded, subject to the Principal Investigator's approval of the content of any news release prepared by the ITPF.

The grantee institution should also have to prepare briefs for the ITPF for use with promotion or news items. The grantee must be willing to provide pictures to the ITPF if requested.

The grantee will notify the ITPF 30 days prior to any advertising or promotion relating to the results of work under this grant. Notification should include a copy of the materials intended for release and detail fully the nature of the information to be divulged and the time, place and manner of its presentation.

The grantee institution, the Principal Investigator, and personnel working under the grant will cooperate fully with the ITPF in the written, photographic, filmed, broadcast or other forms of materials prepared to publicize work under the grant.

Exhibits by Grantee

Any exhibit prepared for a scientific or professional meeting or assembled by anyone associated with the work covered by a grant shall be presented or described to the ITPF prior to its use. Notification will be made in writing if the exhibit is to display credit, "Supported in Part by Research Grant No. ____ from the ITP Foundation." This credit does not imply the endorsement of the ITPF for any of the procedures or results of the project.

The ITP Foundation reserves the right to change the terms and conditions of its Medical Research Funding initiative, from time to time, as it deems necessary.

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