



International Pemphigus & Pemphigoid Foundation 2017 Research Grant Application Packet

Contents:

- Research Priorities
- Guidelines for Submission of Proposals
- Proposal Application Forms (see list of forms in Table of Contents, page 2)
- Terms and Conditions of Awards

Schedule for Applications:

- Letter of Intent deadline for FY 2017 is March 31, 2017
- The application deadline for FY 2017 is May 1, 2017
- 2017 award announcements will be made on June 30, 2017
- Funds available August 1, 2017

Please download the application packet in Word or PDF format. Complete the application and return to the International Pemphigus and Pemphigoid Foundation (IPPF) by email to grants@pemphigus.org. Please include any relevant attachments.

Electronic submissions are preferred.

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Table of Contents

I. Introduction	3
II. Research Grant Program and Priorities	3
III. Guidelines for Submission of Proposals	4
IV. Use of Animals in IPPF-Funded Biomedical Research.....	5
V. Proposal Applications Forms	
a. Project Application.....	6
b. Project Abstract	7
c. Project Budget	10
d. Biographical Sketch	11
e. Research Plan	12
f. Resources /Facilities Description	13
VI. Terms and Conditions of Awards	14
VII. Application Checklist	15



Introduction

The International Pemphigus and Pemphigoid Foundation (IPPF) research grant program is being established in 2017 to encourage and support investigation into the causes, treatments, and potential cures for pemphigus and pemphigoid.

Surveys of the pemphigus and pemphigoid community, specifically individuals affected with these diseases and their families, have indicated that research is one of their primary areas of interest area. In response to this, the IPPF is initiating a program to promote promising avenues of research by investigators who have a new or established interest in pemphigus and pemphigoid.

Pemphigus is defined as a group of life-threatening blistering disorders characterized by acantholysis resulting in the formation of intraepithelial blisters in mucous membranes and skin. The mechanism through which acantholysis occurs is not fully understood. The diagnosis of pemphigus is based upon the recognition of consistent clinical, histological, and direct immunofluorescence findings, as well as the detection of circulating autoantibodies against cell surface antigens in serum. Laboratory studies are useful for distinguishing pemphigus from other blistering and erosive diseases and developing targeted therapy.

Research Priorities

The IPPF is particularly interested in supporting new initiatives that will lead to ongoing, self-supporting programs in pemphigus and pemphigoid research. It will also support shorter studies that will provide definitive information within 1 to 2 years. The program is open to applicants currently based in the U.S. and will consist of one-year grants. Award Value: \$25,000 – \$50,000. Grants may be funded up to \$50,000 and may be renewed each year, depending on progress and availability of funds.

Research priorities are set jointly and reviewed annually by the IPPF's Research Committee.

About the IPPF

The International Pemphigus & Pemphigoid Foundation's most important objectives are to provide patients and doctors worldwide with information about pemphigus and pemphigoid, and to provide patients and their caregivers much needed comfort and support so they can continue to live active, productive lives. Our mission is to improve the quality of life for all people affected by pemphigus and pemphigoid through early diagnosis and support.

Guidelines for Submission of Proposals

- A letter of intent containing an abstract of the proposal must be received by March 31, 2017. After review of the LOI, the Foundation will invite applicant to submit full application.
- Grant proposals must be received in the Foundation office by May 1, 2017.
- Electronic submissions are preferred. Please use a minimum of 11 point Arial.
- All grants are available for funding for up to a total of 2 years, pursuant to acceptable progress reports after one year and availability of funds.
- The narrative portion of the application may not exceed **5** pages.
- Proposals must include:
 1. A starting date for the project and a proposed ending date. Use the appropriate space on the form entitled *Proposal Application Form*.
 2. A summary of the proposed project. Use the attached form - *Project Abstract*. Please use lay language to the extent possible.
 3. A detailed budget. Use the form entitled *Detailed Budget for Initial Budget Period*. A budget should detail a one-year budget for up to \$50,000 and a 2-year budget.
 - a. The budget is not to include funding for equipment greater than \$2,000.
 - b. Payments will be made to the financial officer of the principal investigator's institution, who will be responsible for administering the funds. Any unexpended funds shall be returned to the Foundation upon completion of the funding period, unless an extension is approved by the Foundation.
 - c. The Foundation does not fund indirect costs.
 4. Complete biographical information on the principal investigator, co-investigators, and any other significant personnel. Please use the form entitled *Biographical Sketch*, page 10. May not exceed four pages.
 5. Personal Statement - Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor, participating faculty) in the project that is the subject of the application. Within this section you may, if you choose, briefly describe factors such as family care responsibilities, illness, disability, and active duty military service that may have affected your scientific advancement or productivity.
 6. Positions and Honors - List in chronological order previous positions, concluding with the present position. List any honors.
 7. Selected Peer-reviewed Publications
 - a. The IPPF encourages applicants to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15.

- b. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on receny, importance to the field, and/or relevance to the proposed research. When citing articles, provide the PubMed Central (PMC) reference number (e.g., PMCID234567)
8. Research Support – List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). Begin with the projects that are most relevant to the research proposed in the application. Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.
9. A detailed description of your research plan including hypothesis or hypotheses, proposed methodologies, expected results, and strengths and potential pitfalls of the project. Please consult page 11 for a suggested format.
10. A description of the facilities available, including a Letter of Commitment to collaborate from your institution or department head.
11. Letters of Commitment to collaborate from other research institutions or facilities that will participate in the project.
12. An explanation of how the project could be sustained, if appropriate, after the period for which support has been requested.

Use of Human Data/Biological Specimens

Research that involves the use of human data or biological specimens is considered human subjects research and must be approved by the Human Subjects Review Board of the applicant's parent institution

Use of Animals in IPPF-Funded Biomedical Research

Animals shall be used in biomedical research only when no other means of obtaining scientifically sound, valid and useful results are available. The minimum number of appropriate animals required to obtain and validate results shall be used. The acquisition, care and use of animals must be in accordance with all applicable federal, state and local laws and regulations and must be approved by the institutional animal care and use committee.

Certifications must be received from research facilities prior to being approved for a research grant that the facility(ies), its researchers and employees adhere to the Animal Welfare Act, National Research Council Guide for the Care and Use of Laboratory Animals, and any appropriate U.S. Department of Agriculture or National Institutes of Health regulations and standards. In cases requiring the death of an animal, only the most appropriate and humane form of euthanasia shall be used consistent with the purpose of the research.

Project Application

Investigator:

Project Title:	
Date of Application:	
Principal Investigator: Degree: Position: Address: Phone Number: Fax: Email:	
Sponsoring Institution / Department Grants Contract Administrator, Name: Address: Phone: Fax:	
Endorsing Chairman of the Department: Chairman's Phone Number:	<i>Signature:</i>
Total Funds Requested:	



Dates of Proposed Project Period:	
Site of Project:	
Principal Investigator Signature:	

- Animal use
- Human subject use

Please send a hard copy of the Project Application with accompanying signature to the Foundation.

Project Abstract

Investigator:

	<p><i>Relevance to the mission of the International Pemphigus & Pemphigoid Foundation:</i></p>
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Project Budget

List Direct Costs Only

Investigator:

Project Title:			
Detailed Project Budget	From:	Through:	Type of Grant:

Personnel (Applicant organization only):	Dollar amount requested:
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Name	Title/Position	% Effort	Salary	Fringe Benefits	Totals
	Principal Investigator				

Subtotals:			
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Supplies (please itemize):	
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Other:	
Total Request:	\$

Biographical Sketch

Please provide the following information for the key personnel and other significant contributors in alphabetical order following the principal investigator. Follow this format for each person. Do not exceed 4 pages.

Investigator:

Project Title:	
Name	Position / Title

Education/Training (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training).

Institution and Location	Degree	Month/Year(s)	Field of Study

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Please refer to the Guidelines for Submission of Proposals in order to complete sections 7 a-b-c-d, of the Biographical Sketch.

Research Plan

Suggested Format:

Project Title:

Principal Investigator:

- I. Hypothesis:
- II. Goals and Objectives:
- III. Significance: *How is this project relevant to advancing an understanding of or treatment for pemphigus or pemphigoid?*
- IV. Background / Preliminary Data
- V. Experimental Design/Methods:
- VI. Potential Pitfalls/Alternatives:
- VII. References:

Please do not exceed 5 pages, exclusive of references.

Resources/Facilities Description

Specify the facilities to be used for the proposed project. Indicate the performance sites, capacities, pertinent capabilities, and relative proximity to and availability to the project. Under “Other,” identify relevant support services and indicate the extent to which they will be available to the project.

Resources

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other:

Major Equipment

List the most important equipment items readily available for this project, noting the relevant capabilities and location of each:

Terms and Conditions of Awards

1. Duration: Grants are funded for up to a total of 2 years, pursuant to acceptable progress reports after year one and availability of funds. Funding begins September 1, 2017.
2. Changes of Status of Principal Investigator: If the named principal investigator changes affiliations, the award will follow only after approval of the transfer from the Foundation. If the named principal investigator ceases work on the project for which the award was made, the award will terminate and the remaining balance will be returned to the Foundation.
3. Site of Project: Awards are for study at public or private universities, colleges, hospitals, and biomedical research institutions. The principal investigator will make all arrangements for the conduct of the proposed project.
4. Publications: All discoveries resulting from work supported by the International Pemphigus & Pemphigoid Foundation should be made available to the public and the scientific community through peer reviewed publications and national meetings. Publications and presentations must acknowledge the support of the Foundation. One reprint of each publication must be forwarded to the Foundation.
5. Publicity: The International Pemphigus & Pemphigoid Foundation shall be permitted to use the principal investigator's name, image and likeness, as well as the name of the affiliated institution, in connection with all statements, printed materials, or electronic media related to the grant award or related to the Foundation's research program. The principal investigator will provide appropriate photographs and biographical information at the Foundation's request.

6. Realistic Goals: Prior to making awards, applicant will be asked to provide a timetable with realistic goals for every 6 months of support. Such information will form the basis of progress reports, which will be important in determining future years of support.
7. Progress and Financial Reports: All grantees will be required to submit a brief technical progress report and a financial report at 6 months and 12 months after the start of the project, and final report 30 days after the end of the granting period.
8. The Foundation expects that all investigators supported by the Research Grant Program will cooperate to the maximum feasible extent with other scientists who are studying pemphigus and/or pemphigoid, including sharing notice of any patent applications related to Foundation-funded research.

Application Checklist

- Project Application
- Project Abstract
- Project Budget
- Biographical Sketches
- Other Support
- Research Plan
- Facilities Description
- Letters of Commitment
- Institutional certification of adherence to standards for use of animals or humans in biomedical research