



Application Guidelines
for
The Babich Family Foundation
2018 Familial RUNX1 Research Grant

DUE: 10/1/2018

In this packet you will find:

- Application Guidelines - page 2
- Application Outline and Formatting - pages 3, 4
- Submission Information & Important Dates – page 5

Applications will be accepted for projects with an approved 2018 Letter of Intent.

The grant is \$250,000 over two years.

The grant is not renewable.

Mission: Alex's Lemonade Stand Foundation (ALSF) is committed to creating opportunities for new and innovative research into treatments and cures for childhood cancers. The Babich Family Foundation is dedicated to advancing areas of research of particular importance to families affected by familial platelet disorders leading to acute myeloid leukemia (FPD/AML) due to monoallelic RUNX1 mutations (OMIM:601399), with the ultimate goal of developing effective therapies to prevent the onset of AML. ALSF and The Babich Family Foundation have partnered to raise awareness and accelerate research around FPD/AML disorders.

Contact:

Alex's Lemonade Stand Foundation

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ALSFgrants.org

Grants Manager: Kay Schaul
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Application Guidelines

Grant Description

The purpose of the grant is to fund research in strategies leading to the development of therapies to prevent the transition from pre-leukemia to leukemia for patients with FPD/AML. Projects should focus on leukemia caused by familial *RUNX1* mutations rather than sporadic AML with somatic *RUNX1* mutations.

Collaboration and data sharing are a priority for this research program. The Babich Family Foundation and ALSF will host an annual scientific meeting bringing other scientists and grant recipients together. Grant recipients will be expected to present their progress as part of the annual review.

Budget

Two Year Grant Amount: \$250,000 (U.S.) Up to \$125,000 per year may be requested.

A detailed budget and justification is required using the Standard Budget form provided on ALSF's website, [Grant Guidelines & Submissions](http://www.AlexsLemonade.org/grants/guidelines) page (www.AlexsLemonade.org/grants/guidelines)

- Restrictions:
 - ALSF adheres to the NIH salary cap for principal investigator(s).
 - Indirect costs (including tuition remission) are not allowed.
 - The grant may not be renewed; no cost extensions must be requested in the Final Report.
 - Funds must be granted to nonprofit institutions or organizations. Institutions may be based in the U.S. or foreign countries. Researchers need not be United States citizens.
- If utilizing a sub-contractor you must include their budget. No indirect costs will be paid to the sub-contractor.
- Year Two: minor carry-over of funds is permitted with justification. Year two budget will be approved subsequent to review of project progress.
- Reasonable travel expenses to national/international research meetings to disseminate findings may be budgeted. Travel to the Babich/ALSF annual meeting will be at no cost to the grant recipient.

Review Process

Applications will be reviewed by an independent panel of experts according to the NIH recognized peer-review process and overseen by the Scientific Advisory Board.

Reporting Requirements

- Progress Report and Annual Meeting presentation: Continued support for a second year of funding is contingent upon demonstration of satisfactory progress toward the completion of proposed research objectives and appropriate budget expenditures. Investigators will submit a written report and present project progress at the Babich Family Foundation/ALSF scientific meeting.
- A Final Report and Annual Meeting presentation is required at the conclusion of funding.
- Publications, presentations and posters featuring results of the experiments funded by this grant mechanism should acknowledge "The Babich Family Foundation and Alex's Lemonade Stand Foundation." ALSF requests copies be sent via email to Grants@AlexsLemonade.org

Important Dates*

Application Due Date	October 1, 2018 (11:59 pm Eastern Time)
Award Notification Date	November 2018
Project Start Date	February 1, 2019
Project End Date	January 31, 2021
Progress Reports	August 2019 - Interim, 6 month check-in
Annual Scientific Meeting	January 2020 -Year 1
Final Report	March 2021

*Notification, project period and report dates subject to change.

Application Outline

Part I: Online Form

Please complete the contacts and project information. A 250 word summary of the research project in lay terms is required. You will be asked to authorize release of this summary for use at the discretion of ALSF/Babich Family Foundation, should the proposal be funded. You may copy and paste information into the application form. Please note that Greek symbols are not recognized.

Part II: Application Outline

IMPORTANT INSTRUCTIONS

- **APPLICATION DOCUMENT:** All sections described below must be combined into one pdf (max.20 MB) and uploaded to the online application form.
- **TEMPLATES:** All templates mentioned can be found on ALSF's [Grant Guidelines & Submissions](http://www.alexslimonade.org/grants/guidelines) page (www.alexslimonade.org/grants/guidelines).
- **PAGE HEADER:** All pages of the application should be numbered and the name of the principal investigator should appear in the upper right-hand corner of each page.
- **FORMAT:** Please follow NIH format guidelines: Use Arial, Helvetica, Palatino Linotype or Georgia font type with a font size of 11 points or larger and a minimum of half inch margins.
- **ORDER & LENGTH:** The order of the application *must follow the outline below and adhere to the maximum number of pages allowed for each subsection indicated in parentheses.*

A. Application Cover Page (one page): Use the template provided on ALSF's website (see link above).

B. Table of Contents (one page): Please provide a Table of Contents with page numbers to the corresponding sections.

C. Project Information

1. **Scientific Abstract (half page):** Please expand on the LOI summary of the research objectives and rationale from your LOI.

2. **Impact Statement (half page):** How will this project impact FPD/AML? You may expand your LOI statement.
3. **Budget**
 - a. Budget Detail and Summary (two page form): Complete the ALSF Standard Grant Budget template (link provided above). No indirect costs (including tuition remission) will be paid. The signature from an institutional representative on the cover page of this grant application specifically acknowledges and accepts this provision. If listing a subcontractor, please detail their direct costs only.
 - b. Budget Justification (one and one half pages)
4. **Biographical Sketch(es):** Include only if updated since the LOI submission. Use the NIH five page biographical sketch format (SF424) for the Principal Investigator and other key personnel.

D. Research Plan

1. **Resubmissions (one page):** This proposal must have been reviewed by ALSF previously but did not receive funding. Please describe any changes in the application (i.e. respond to the reviewer's critique in terms of changes in experimental design or new data).
2. **Specific Aims (one page):** List the goals, long-term objectives and what the specific research proposed in this application is intended to accomplish. State the hypothesis to be tested and relevance to FPD/AML research.
3. **Research Strategy**
 - a. **Significance (half page):** Describe the relevant background for the current research plan. State the significance and importance of your proposed project with respect to FPD/AML research (must be aligned with Babich Foundation & ALSF mission). Relate the specific aims to the goals and long-term objectives.
 - b. **Innovation (half page):** Describe how the proposed research challenges and shifts paradigms, or introduces a novel concept, approach or technology.
 - c. **Approach (four pages):** Describe the experimental approach to the research question and how the research will be realistically accomplished within the proposed funding period. This section should include *but is not limited to*-
 - A time line and deliverables
 - Feasibility of the approach to reach project goals; if available, include PI's preliminary studies pertinent to the project
 - Anticipated potential problems and plans to address these issues
4. **Plans for Clinical Translation (one page):** If the specific aims described above are successfully met, please state in detail how you will move your research forward to a clinical therapy. Please describe your plan in as best detail as you can including a timeline with milestones and estimated budget (general categories).
5. **Care of Human Subjects (half page):** If approved, please include the IRB approval letter or equivalent. If approval is pending, please indicated expected approval date. Any funds awarded will be held until the letter is received. If the letter is not applicable, please include a note in this section.
6. **Care of Vertebrate Animals Subjects (half page):** If approved, include the IACUC approval letter or equivalent. If approval is pending please indicate expected approval date (any funds awarded will be held until the letter is received). If the letter is not applicable, please include a note in this section.
7. **Literature Cited:** A maximum of 30 references are allowed. Please use Vancouver (numbered citations within text) format.
8. **Collaborators and/or Consultants:** Include any appropriate letters from all individuals confirming their roles on the project.

E. Appendix

A brief appendix is allowed with the following limitations.

- Appendices should be included only if they are essential to the understanding of the application, including one accepted but not yet published manuscript or two pages of additional information. Additional information can include a summary of the protocol, the approval number (or CTEP number) if applicable and supplementary figures.
- Excessive appendices will result in the application being rejected.

Submission Process

In order to submit an application, a 2018 Familial RUNX1 Research Grant Letter of Intent (LOI) must have been approved. A second stage online application form is automatically generated for approved LOIs and will be partially filled in with data from the LOI. To access the online form please follow the directions below.

Login:

- Please go to the ALSFgrants.org and click “Information for grant applicants.”
- Download the full application guidelines
- LOGIN
 - Click the yellow “*Get Started*” button.
 - **Enter the email and password used to submit the Letter of Intent.**
 - Please update your profile contact information with any changes.

Complete Online Form and Upload Application:

- **Click Applications menu item.**
- Find the 2018 Familial RUNX1 full application with the status “In Progress”. The form will be partially populated with information from the LOI.
 - Part 1 – Complete the contact and project information sections of the form.
 - Part 2 – Upload the application document as a single PDF document that is not more than 20 MB. See format guidelines on previous pages.
- You may save your application and return at a later time to complete.
- You may review and print your application before submitting.
- After submission, you will not be able to edit your application.

Questions? Please contact Kay Schaul at 866-333-1213 or Grants@AlexsLemonade.org