CROHN’S & COLITIS FOUNDATION OF AMERICA

SCIENTIFIC CONFERENCE\WORKSHOP AWARD

POLICIES AND INSTRUCTIONS

Effective June 2014

Crohn’s & Colitis Foundation of America
National Office
Research & Scientific Programs Department
733 Third Avenue Suite 510
New York, NY 10017

Voice: 800-932-2423 Ext. 7501
646-943-7501

Web site: http://www.ccfa.org
E-mail: grants@ccfa.org

MISSION:
To cure Crohn’s disease and ulcerative colitis, and to improve the quality of life of children and adults affected by these diseases.
## POLICIES & INSTRUCTIONS

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INTRODUCTION AND SOURCE OF FUNDS

The Crohn's & Colitis Foundation of America, (CCFA), was established in 1967 to find the cause of and cure for Crohn's disease and ulcerative colitis, collectively known as inflammatory bowel disease (IBD). Support for our research program is provided by members and concerned individuals, corporations, and philanthropic foundations.

The guiding mission of the foundation is to stimulate and encourage innovative research in the basic biomedical and clinical sciences, which is likely to increase our understanding of the etiology, pathogenesis, therapy, and prevention of the inflammatory bowel diseases. Collaborative efforts between basic scientists and clinicians are encouraged.

Each year, the Foundation receives approximately 300 requests for Senior Research, Training, Student and Conference support. All proposals are subjected to multiple levels of peer review that identifies the most meritorious and innovative projects for funding.

OBJECTIVE

The Crohn's & Colitis Foundation of America (CCFA) recognizes the value of supporting scientific meetings, conferences, and workshops lasting one or more days where persons assemble to exchange information and views or explore topics that are relevant to its scientific mission. The CCFA is especially supportive of organizations that develop scientific meetings or workshops that include trainees during the formative time of their education to participate and hopefully pursue careers in digestive health research relevant to IBD.

ELIGIBILITY

In general awards are made between $5,000 - $10,000. Eligibility is not restricted by citizenship or geography. An individual is not eligible to receive a grant in support of a conference.

DEADLINES AND SUBMISSION REQUIREMENTS

CCFA grant applications are conducted through Proposal Central. Please use the site below to access available grant opportunities and submission instructions.

https://proposalcentral.altum.com/default.asp?GMID=96
The master (paper copy) of the full application with original signatures must be sent to CCFA and be postmarked on or before the submission deadline of July 1 or January 14.

Once submitted, you will receive an e-mail confirmation. If you have not received this within 48 hours of submission, please contact the help desk. If it is determined that some part of the application was lost or did not transfer correctly during the submission process, CCFA has the option to “Reject” the application. If you are unsure, please contact the help desk to ensure that the issues are addressed and corrected.

If the deadline falls on a weekend or national holiday, the submission deadline will be extended to the next business day.

No supplemental materials will be accepted after the deadline unless requested by staff for administrative purposes or when needed for the reviewers.

Copies of the full application must be submitted via the Proposal Central system. Additionally, CCFA requires that a signed, original copy be sent to the CCFA Office at the address below. This must be postmarked no later than the either of the following deadlines: July 1 or January 14th and sent to the following address:

Crohn’s and Colitis Foundation of America  
Attn: Research Department  
733 Third Avenue Suite 510  
New York, NY 10017

Note: Faxed or e-mailed submissions will not be accepted. No supplemental materials will be accepted after the submission deadline unless requested by staff for administrative purposes or requested by the reviewers for clarification.
REVIEW PROCESS

Peer Review of Applications

Scientific Conference/Workshop Award applications are reviewed by the Research Initiatives Review Committee. The review committee is composed of basic and clinical IBD researchers in a variety of fields. The committee generally has between 7-10 members who are leaders in their areas of expertise. Written evaluation of the application is not required; however, each application is reviewed addressing the following Selection Criteria:

- Scientific Merit
- Relevance of the project/meeting to IBD
- The need and timeliness for the scientific meeting
- Its format and agenda
- Qualifications of the organizers and proposed participants
- Past performance where applicable
- Appropriateness of the meeting site
- Appropriateness of budget

All research supported by CCFA must examine aspects of and have a direct application to Crohn's disease and/or ulcerative colitis. It is the applicant's responsibility to explain the relevance of the proposal to IBD. A Peer Review Committee conference meeting is scheduled if Chairs of the committee deemed it necessary, otherwise, the applications are reviewed and each member is asked to fax or e-mail their approval or disapproval of each application. If approved, the application is then presented to the Grants Council for further consideration.

Notification
A letter will be sent to the applicant advising him/her of funding or non-funding.
BUDGET POLICIES AND RESTRICTIONS

The following are examples of the most frequently encountered costs which may and may not be charged to the grant.

- **Salaries** -- In accordance with the policy of the grantee organization, grant funds may be used to provide salaries, in whole or in part, of professional personnel, clerical assistants, editorial assistants, and other nonprofessional staff, but only in proportion to the time or effort spent directly related to the conference.
- **Equipment** -- Grant funds may be used for the rental of necessary equipment. Funds may not be used for the purchase of equipment.

**Travel:**

- Proposed per diem or subsistence allowances must be reasonable and will be limited to the days of attendance at the conference plus the actual travel time required to reach the conference location by the most direct route available. Where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance will take this into consideration.
- Transportation costs for attendees and participants at the conference may not exceed economy class fares. In all cases, U.S. flag carriers will be used where possible.

Grant funds may not be used to pay per diem or expenses other than local mileage for local participants in the conference.

- **Supplies** -- Grant funds may be used for the purchase of supplies for the conference provided the supplies are received and used during the project period.
- **Conference Services** -- Grant funds may be used for necessary recording of proceedings, simultaneous translation, etc., and subsequent transcriptions.
- **Publication Costs** -- When grant funds are awarded to pay for either the entire or the partial cost of publication of proceedings or a book or pamphlet, these costs are considered to cover special plates, charts, diagrams, printing, distribution, mailing, postage, and general handling, unless otherwise specified at the time the grant is awarded.
- **Registration Fees** -- Registration fees when paid by the grantee to other organizations on behalf of attendees may be paid from grant funds provided such fees cover only those allowable costs properly chargeable to the grant.

*Entertainment and Personal Expenses* -- Costs of amusement, diversion, social activities, ceremonials, and related incidental costs, such as bar charges and personal telephone calls of participants or guests, are unallowable.

No indirect costs are allowed.
GENERAL INFORMATION

APPLICATION SUBMISSION AND REQUIRED SIGNATURES

Applications must be submitted in two formats: an electronic version and paper copy. The electronic version is submitted via Proposal Central. Please use the site below to access available grant opportunities and submission instructions.

https://proposalcentral.altum.com/default.asp?GMID=96

The electronic application must be submitted by close of business (5:00 PM Eastern time) on the specified deadline date. If the deadline date falls on a weekend or holiday, applications will be accepted the following business day. Paper copy must be post marked on the deadline date.

FORMATTING THE APPLICATION

Applicants must adhere to the following instructions in completing the proposal sections that make up the electronic version of the application.

- Please remember to insert your name in the header on each form in the attachment section.
- Font size: Use 12 point Times New Roman or 11-point Arial as the minimum font size for the text of the application. A 10-point Times New Roman or 10-point Arial font type may be used for figures, legends, and tables.
- Single-spaced text is acceptable, and space between paragraphs is recommended.
- Margins: The margins of your text should be at least 1” inch all around, unless a form with different margins is supplied in the Application Templates or Forms.
- Fill in all required fields (*)

REQUIRED ATTACHMENTS

NEW VENDOR FORM *REQUIRED (PART OF ATTACHMENTS SECTION)
Complete so that, in the event of award, the institution is eligible to receive payment from CCFA. This document provides instruction on how payment will be sent to the institution and should not include information on the Investigator. This is required even if institution has received CCFA funding in the past.

SIGNATURE PAGE *REQUIRED (PART OF ATTACHMENTS SECTION)
This is the application’s cover page and it is automatically generated when the full application is printed. Affix all required signatures and upload a scanned copy. The original signatures must be included in the paper (master) copy of the application sent to CCFA.

CONFERENCE AGENDA *REQUIRED (PART OF ATTACHMENTS SECTION)

DETAILED PROPOSED BUDGET *REQUIRED (PART OF ATTACHMENTS SECTION)
All budget fields are to be added on the Detailed Proposed Budget form.

CONFERENCE OVERSIGHT COMMITTEE ROSTER *REQUIRED (PART OF ATTACHMENTS SECTION)
Please note that a CV or biosketch is required for each member of the Oversight Committee. These should be uploaded as ‘References / Appendices.’
ASSEMBLY AND SUBMISSION OF PAPER COPY

The paper copy (master) of the full application must be postmarked on the deadline date (July 1 or January 14) to the Crohn’s & Colitis Foundation National Office.

Mail the paper copy (master) to:

Crohn’s & Colitis Foundation of America
National Office
Research & Scientific Programs Department
733 Third Avenue Suite 510
New York, NY 10017

APPLICATIONS WHICH DO NOT MEET THE REQUIREMENTS, IN CONTENT OR FORMAT WILL NOT BE REVIEWED