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CROHN'S & COLITIS FOUNDATION

Research Fellowship Award

APPLICATION GUIDELINES, PROCESS and FORMAT

Effective for Letters of Intent and Proposals due on or after May 5th, 2019

	Spring/Summer	Fall/Winter
Letter of Intent	November 5th, 5:00 pm EST	May 5th, 5:00 pm EST
Full Proposal	January 28th, 5:00 pm EST	July 20th, 5:00 pm EST
Review Period	April – May	October – November
Project Start Date	July	January

**Should the deadline date fall on a weekend or national holiday, the deadline will be extended to the following business day.*

Crohn's & Colitis Foundation

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

http://www.crohnscolitisfoundation.org

General Submission Inquiries: grant@crohnscolitisfoundation.org

INTRODUCTION

The Crohn's & Colitis Foundation (Foundation) 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, translational and clinical biosciences, which is likely to increase our understanding of the etiology, pathogenesis, therapy, and prevention of IBD. A focus on human mechanisms in IBD is a priority for our preclinical research funding.

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

The goal of the Research Fellowship Award (RFA) is to encourage the development of individuals with research potential and to help them prepare for a career of independent basic and/or clinical investigation in the area of Crohn's disease and ulcerative colitis research.

APPLICANT ELIGIBILITY

At the time of application,

1. The applicant must hold an MD, PhD, or equivalent terminal degree and must be employed by an institution (public non-profit, private non-profit, or government) engaged in health care and/or health related research within the United States. Research is not restricted by citizenship. However, proof of legal work status is required.

2. Candidates who hold an M.D, must have at least two years of post-doctoral experience prior to the application deadline, and one of the two years must encompass research directly relevant to IBD. Candidates holding Ph.D. degrees must have at least one year of documented post-doctoral research experience relevant to IBD prior to the application deadline.

PROPOSAL ELIGIBILITY

- The submitted research proposal must address IBD.
- Only one proposal may be submitted per submission date.
- Applicants for an RFA may not simultaneously apply for a Career Development Award.
- Applicants for an RFA may not simultaneously submit another application focused on the same research topic for a Litwin IBD Pioneer award, Clinical Research Network Award or Research Initiative.
- Successful applicants may not hold concurrent Crohn’s & Colitis Foundation RFAs; however, applications for new projects may be submitted 6 months prior to the termination of awardees current grant.

APPLICATION PROCESS

LETTER OF INTENT

Each applicant **must** submit a letter of intent (LOI) prior to submitting a full proposal for consideration. The LOI is reviewed seriously by the review committee, who determine whether or not the applicant is invited to submit a full proposal. Each section of the LOI should be completed fully to be eligible for funding consideration.

Resubmissions do not require an LOI. PIs intending to resubmit an application need to inform the Foundation before the LOI deadline by sending an email to loibypass@crohnscolitisfoundation.org with the following information:

- Subject line: Resubmission
- Body of email: PI name, project title, and original proposal number

Resubmissions are allowed within two years of the initial RFA application submission. After two years, a new LOI is required.

Components of Letter of Intent

Type of Research
Select one of the following

- Basic
- Translational
- Clinical (Please see section on Special Instructions for Clinical Trials, if applicable)

Challenges Priority
Please check one or more of the Challenges priority areas that is addressed by your project. You may check "other," but please be prepared to explain why the topic of your research proposal should be considered a priority area for funding.

Type of Disease
Select one of the following:

- Crohn's disease
- Ulcerative colitis
- Inflammatory Bowel Disease non-specified

Eligibility Determination
Answers to the online questions determine your eligibility for an RFA to enable you to continue with the application process.

Principal Investigator (PI)
PI is defined as the one person responsible to the Foundation for scientific and technical direction of the project. While a project can have mentors and co-mentors, only one person and awardee organization can be the point of contact responsible for technical and financial management of the award scientific outcomes and reports.

Key Personnel
Fill in key personnel, titles and affiliations

Organization Information
This indicates where the PI is located and where the study will take place. The Foundation does not make awards to individuals.

Project Title
Fill in the project title. Do not use abbreviations.

Scientific Summary of Project
The Scientific Summary should provide a clear overview of the proposed work, including background, hypothesis under investigation, supporting rationale and specific aims of the study. It should be concise but allow the review committee to assess potential scientific merit and recommendation regarding full submission.

Relevance and Significance of the Project to IBD
Provide a description of how this project is related to the Foundation's research priorities, outlined in *Challenges in IBD*, and how it will further both research and the Foundation's mission. Invitation to submit a full application requires that the LOI explicitly state either how the research proposal is related to an area outlined in *Challenges in IBD*, or if not related to *Challenges*, then why the research proposal is so compelling that it should be considered a priority for funding. **If it is a proposal for preclinical research, then the project must demonstrate its relevance to human IBD.** Scoring will be negatively impacted if the LOI does not address these areas.

Mentor Information
Please use this area to fill out the information for your research mentor on this study. Only one mentor can be included at the Letter of Intent stage. Additional mentors may be named as part of the full application.

Attachments
Please upload the following to this section:
- NIH Biosketch/CV for applicant
- NIH Biosketch/CV of mentor
- Up to three relevant publications (optional)

FULL APPLICATION

After review of LOIs, selected applicants will be informed whether their proposals have been selected for full application submission. There is an approximate three-week turnaround on LOI decisions after the LOI deadline has occurred.

Components of Full Application

TITLE PAGE
Project Title
Fill in project title. If this is a resubmission, the title must be the same as the original application.

Type of Research
Select one of the following
- Basic
- Translational

- Clinical (Please see section on Special Instructions for Clinical Trials, if applicable)

Challenges Priority
Please check one or more of the Challenges priority areas that is addressed by your project. You may check "other," but please be prepared to explain why the topic of your research proposal should be considered a priority area for funding. Link to the Challenge priority areas are here. **If it is a proposal for preclinical research, then the project must demonstrate its relevance to human IBD mechanisms.**

Type of Disease
Select one of the following:
- Crohn's disease
- Ulcerative colitis
- Inflammatory Bowel Disease non-specified

APPLICANT/ PI
Principal Investigator
PI is defined as the one person responsible to the Foundation for scientific and technical direction of the project.

Organization Information
This is where the lead PI is located and where the study will take place.

INSTITUTION AND CONTACTS

At the time of proposal submission, appropriate administrative officials will be required to sign off and submit the application. Please provide the name and address of the person, at the grantee institution, who will administer the grant. Please ensure that appropriate parties responsible to upload financial reports, fully executed award letters, organization assurances, and other institutional documents is given "Editor" or "Administrator" role for the proposal. Failure in observing this aspect may result in administrative delays.

KEY PERSONNEL
Please note any key members of this project such as collaborators, etc.

Mentor Information
In this area please fill out the information for the researcher who will be mentoring you on this study. All applications must have at least one mentor at the sponsoring institution who agrees to be available to provide advice and guidance to the awardee during the entire Career Development Award.

LAY SUMMARY
This summary for general audience should be a clear, concise overview in simplified language, appropriate for non-scientific reviewers. The lay summary should include the following information:
- What question will this project attempt to answer?

- Why is this question important to IBD? How would the results significantly advance the field of IBD research or impact patient care or quality of life?
- What is the study design? How is it innovative?
- How do the hypothesis and specific aims fit with the Foundation's scientific priorities?
- If the research is successful, what next steps are needed to advance to the Foundation's mission to find cures for IBD and/or to improve quality of life for IBD patients?

In addition, include a brief glossary of any scientific terms included in your lay summary.

SCIENTIFIC SUMMARY
The Scientific Summary should provide a clear overview of the proposed work, including background, hypothesis, supporting rationale, and specific aims of the study. It should be concise but allow the review committee to effectively assess the potential scientific merit.

Relevance and Significance of the Project to IBD
Provide a description of how this project is related to the Foundation's research priorities, outlined in *Challenges in IBD*, and how it will further both research and the Foundation's mission. Scoring will be negatively impacted if the application does not explicitly state how the research proposal is related to an area outlined in *Challenges in IBD*, or if not related to *Challenges*, then why the research proposal is so compelling that it should be considered a priority for funding. **If it is a proposal for preclinical research, then the project must demonstrate its relevance to human IBD.**

The above three sections will be evaluated as part of the application as well as used to inform the Foundation's National Board of Trustees and the general public about the funded project, therefore <u>proprietary or confidential information should not be included.</u>

BUDGET
Project Start Date
Date on which you expect to start this project. Funded applications for the Spring cycle would begin on July 1st. Funded applications in the Fall cycle would begin on January 1st of the following year.

Estimated Length of Project
RFA projects can range from 12 to 36 months duration.

Percentage Effort
Describe how your time (in percentages) is allocated in your current institutional position. This breakdown includes your research duties, clinical duties, teaching duties and any other tasks required by your institution. Research Fellowship Award recipients are required to dedicate at least 80% of their time to the Foundation's funded project. An institutional representative will be required to confirm this information as part of the proposal submission process.

Percentage of Fringe Benefits Paid by Your Institution
Inform the applicable percentage of fringe benefits. The Foundation limits fringe benefits to 25%.

Detailed Budget
The total budget can be requested for up to three years. The request per year may not exceed $58,250 (i.e., Salary -$45,000; Fringe Benefit -$11,250 and Travel and Supplies, etc. -$2,000).

Salaries may be supplemented by the applicant's institution; fringe benefit cannot exceed 25% of salary budgeted in the RFA budget. Indirect costs are not awarded for an RFA. *Note: a travel budget should be included to attend the Crohn's & Colitis Congress, which is usually held annually in January. Additionally, in the second year of the award, there must be set aside a travel budget to attend the Foundation's Investigators Research Symposium, which is held near New York City.*

Budget Justification
It is the applicant's responsibility to justify the budget. Items not adequately justified will not be supported. Please provide a budget justification for the amount requested. Details should be provided to allow reviewers to assess how the requested amounts for personnel and non-personnel expenses will be spent to carry out the proposed activities.

CURRENT AND PENDING SUPPORT
Provide information on currently active projects and proposals pending review.
For pending applications, attach an abstract for each application you list in this section as an appendix in the Attachments Section.

Important Note on Scientific and Funding Overlap

The Crohn's & Colitis Foundation reserves the right not to fund projects that are supported completely or in part by another agency. Projects are considered to overlap if there are **any** shared *Specific Aims or budgetary overlap or overlap of percent of effort dedicated to the other project.* The review committee will make the final decision regarding any questions of overlap.

Clinical trials requiring Foundation support in addition to outside support will be considered. Please see section on Special Instructions for Clinical Trials, if applicable.

Additionally, there is an exception for institutional support (PI faculty package, discretionary funds, etc.). If this is applicable to this proposal, a description of any institutional support provided by the institution should be uploaded to the section "Evidential Enclosure". The details should include institutional commitment to the support of the applicant's salary; and the current term of the applicant's appointment. Please note that the institutional support does not decrease the chances of obtaining support from the Foundation, rather, such support is frequently considered by the review committee as important evidence for institutional commitment to the proposed research project.

ORGANIZATION ASSURANCES

Human/Animal Studies Approval
All activities involving human subjects or vertebrate animals must be approved by an appropriate institutional review board (IRB) or equivalent **within two months of the award date and is required for study activation and initial payment**. Nevertheless, please indicate with "Yes" or "No" response, and if yes indicate date of approval and upload approved protocol in the Attachments Section.

ATTACHMENTS
Research Plan/Protocol
The description of the proposed research project must include the following items in sufficient detail to permit evaluation of the scientific merit of the study.

This section is limited to **9 pages, single spaced**. The lengths indicated below are included as a guideline and not required**. HOWEVER, applications exceeding the page limit will not be reviewed.**

Please see section below on Special Instructions for Clinical Trials, if applicable.

Overall Objectives (one or two paragraphs)
- General scientific objectives

Specific aims (1 page)
- Describe concisely and realistically what the specific research described in this application is intended to accomplish. Specifically outline Aims for year 1, year 2 or year 3, goals, deliverables and timelines. State any hypotheses to be tested.

Background -including preliminary data (2 pages)
- Outline the previous work in the area by others, and the preliminary data or previous studies by the investigator(s). Enough preliminary data should be included in the application to demonstrate that the project is feasible, and that the investigator is likely to complete the project successfully in the duration of the grant.

Methods and Materials to be used (5 pages)
- Provide a detailed discussion of the experimental design, procedures, and materials to be used to accomplish the Specific Aims.
- Describe protocols, including methods for new techniques, and explain the advantages over existing methodologies.
- Discuss the kinds of data expected to be obtained and the means by which data will be analyzed and interpreted.
- Justify the use of any animal models (i.e., choice of species, number used, etc.).
- Discuss potential difficulties and/or limitations of the proposed procedures and alternative approaches to achieve aims.

Significance and Relevance of the proposed research to Crohn's disease and/or ulcerative colitis (1 page)
- Provide a description of how this project is related to the Foundation's research priorities, outlined in *Challenges in IBD*, and how it will further both research and the Foundation's mission. Scoring will be negatively impacted if the application does not explicitly state how the research proposal is related to an area outlined in *Challenges in IBD (link: https://academic.oup.com/ibdjournal/issue/25/Supplement_2)* or if not related to *Challenges*, then why the research proposal is so compelling that it should be considered a priority for funding.
- If it is a proposal for preclinical research, then the project must demonstrate its relevance to human IBD mechanisms.

Bibliographic References (3 pages)

- Literature citations should be listed in this section, at the end of the Research Plan. These are not counted as part of the 9-page limit.

Reply to Previous Review (REQUIRED for Resubmission applications ONLY) (1 page)

- For Resubmissions, upload a letter that clearly and succinctly addresses the points raised in the previous review and direct the reviewer to the specific sections of the Research Protocol where revisions have been made. Revised portions of the text changed in response to the reviewers' comments should be highlighted.
- In this section, include copies of the following
    - Budget pages of previous application
    - Overall objectives and specific aims of previous application

Mentors' Letter of Support Required (part of Attachments section)
Attach supporting letter from your mentor(s). This should include the following information:

- Description of the facilities and equipment available for the proposed project
- Outline of training program (i.e.: courses, workshops, etc) for the applicant

Institutional Letter of Support *Required (part of Attachments section)
A letter from the applicant's Department Chairperson, or authorized institutional representative, guaranteeing protected research time commensurate with the percentage of effort/salary to be devoted to the research project.

Applicant CV/NIH Biosketch
Attach the CV/NIH Biosketch for the applicant.

Applicant Research Experience Required (part of Attachments section)
Research Experience (template available in Downloads section)

Mentor NIH Biosketch Required
Attach the NIH Biosketch for all Mentor(s).

Additional Mentor Page- Optional
Upload information on additional mentor(s), who are not already listed on the main application.

Human and/or Animal Approvals
Upload IRB approvals for human and IACUC approvals for animal research. If a protocol has not yet been approved, one will be required prior to award execution.

Proof of Work Status- Optional
Non-U.S. Citizens must upload documentation that shows their proof of status to work in the United States. This may include a copy of their green card, or work visa.

New Vendor Form and W9
Complete so that, in the event of award, the institution is eligible to receive payment. This document should include the name of institution as listed on the W9 as well as an attached W9 for reference. This is required even if institution has received prior funding from the Crohn's & Colitis Foundation

Appendices
Uploaded reference material may include:

- Article references
- Abstracts
- Original Pictures
- Other Letters of Support

APPLICATION FORMAT

- PI name must be clearly identified on the header of each attachment (not applicable to letters of collaboration and protocols).
- 12-point Times New Roman or 11-point Arial is 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 should be at least 1" inch all around, unless a form with different margins is supplied in the Application Templates or Forms.

SIGNATURE PAGE
A signature page signed by the applicant **AND** Institutional Officer **is required at the time of proposal submission and must be uploaded.**

SPECIAL INSTRUCTIONS FOR CLINICAL TRIALS
The NIH considers a clinical trial to be any study in which one or more human subjects are prospectively assigned to one or more interventions to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. Should your proposal fall into this category it is necessary that your Research Plan include the following sections in addition to those listed above.

Specific Aims:
These should include a delineation of the primary and secondary end points to be measured with an appropriate explanation of the relative importance of the various end points.

Significance:
The application should clearly state the need for the study and how the results would impact on the prevailing practice in this area.

Experimental Design and Method:
The inclusion and exclusion criteria should be listed, and the procedure(s) to be utilized for assignment of patients to experimental groups should be described. The study design for the interventions to be used should be presented in detail including the rationale for the design chosen and procedures to assure compliance with and implementation of the proposed protocol. Potential biases in the proposed protocol and how they will be addressed should be presented.

Clinical, laboratory, and physiological tests should be described including methods of randomization. Finally, assumptions and calculations to arrive at the proposed sample size should be included.

The availability of patients for the proposed study, including the specific characteristics that are required for the group should be presented. Approaches should be outlined that will be used for the recruitment, retention, and follow-up of the required number of patients. Projected rates of patient enrollment should be included in a targeted enrollment table. Data should be presented supporting recruitment and retention estimates. If enrollment falls behind projected levels, funding may be delayed or terminated.
Plans should be described for patient protection, including informed consent, monitoring of data for safety, and early termination as required. At the time of acceptance of funding, appropriate informed consent forms, certification of approval from the Human Studies Committee (or its equivalent) for each participating institution, and GCP training certificates should be submitted to the Foundation.

The organization of the study and how the trial will be managed should be described, including the function of any internal or external advisory committees and any data and safety monitoring groups. In multicenter trials, you should provide a description of the responsibility and role of a data coordinating center, and policies and methods concerning blinding of study results. Accordingly, a plan should be submitted describing the procedure for the coordination of all participating centers. The Crohn's & Colitis Foundation does not assume responsibility for the conduct of the activities that the grant supports or the acts of the grant recipient as both are under the direction and control of the grantee institution and subject to the institution's medical and scientific policies. Grantee institutions must safeguard the rights and welfare of individuals who participate as subjects in research activities by reviewing proposed activities through an Institutional Review Board (IRB), as specified by the NIH Office for Human Research Protections, US Department of Health and Human Services. These policies apply to applicants and applicant institutions as well. Finally, a timetable for completion of the various phases of the trial should be presented.

A procedure or plan for data management should be described, including data collection forms, if available. Data analysis methodology linking the analyses to the hypotheses to be tested should also be included. Primary and secondary end points should be clearly defined, justified, and related to the power calculations.

Evidential Enclosures:
Enclose letters of commitment from each participating center, signed by the cooperating investigator and business official. In addition, informed consent forms and evidence of Human Studies approval from all participating centers should be included in this section.

Curriculum Vitae:
Biographical sketches of all key investigators, center directors, and multidisciplinary team members should be included.

Facilities:
Clinical, data management, and laboratory facilities should be described in detail for all participating institutions, where applicable.

Budget:
A total overall budget and a complete justified budget for each year of support should be presented in the online budget form. If the trial is designed for more than the three-year period, complete justified budgets for the future years and a plan for securing funding for additional year(s) must be included. If the study involves multiple centers, a composite matrix should be submitted, where applicable. If parts of the costs of the total trial are to be provided by other

sources, these contributions should be presented in detail along with supporting letters from appropriate individuals and/or institutions.

REVIEW PROCESS

Peer Review of Applications

RFA applications are reviewed by the review committees, which are composed of basic and clinical IBD researchers in a variety of fields. These committees generally have between 15-20 members, including leaders in their areas of expertise and 2-3 lay reviewers. In addition, ad-hoc members may be added in order to provide expertise in certain area(s), depending on the composition of topics of the submissions. Each application is assigned a primary, secondary, and lay reviewer.

Reviewers are required to prepare a written evaluation of the application, addressing the following criteria:

- Overall Impact: All research supported by the Foundation must examine research questions that have a direct application to Crohn's disease and/or ulcerative colitis, preferably with evidence that links the research question to mechanisms that are relevant to patients with IBD. It is the applicant's responsibility to explain the relevance of the proposal to human IBD or why the research should be prioritized without demonstrating this relevance.
- Research Plan: This includes excellence of hypothesis, experimental design, and the likelihood of the proposed research to produce significant new information that will enhance the understanding of IBD to enable the Foundation to achieve its mission of finding cures for IBD and/or improving the quality of life of those living with these diseases.
- Excellence of Investigator and Research Environment: Investigator qualifications to be examined are scholastic background, research experience, achievements and publications. Environmental criteria include availability of appropriate space and equipment, consultants, etc.
- Significance: Reviewers will evaluate specifically how the research questions relate to the Foundation's research priorities, outlined in *Challenges in IBD*, and how the research will further the Foundation's mission. Scoring will be negatively impacted if the proposed research does not explicitly state its relevance to an area outlined in *Challenges in IBD*, or if not related to *Challenges*, then why the research proposal is so compelling that it should be considered a priority for funding. **If it is a proposal for preclinical research, then the project must demonstrate its relevance to human IBD mechanisms.**

Members of the review committees meet to discuss and select the most scientifically sound and impactful proposals. Selected proposals are scored, using a 9-point rating scale (1 = exceptional; 9 = poor) based on the above-mentioned criteria and then ranked against other submitted proposals.

Review by Grants Council

Projects in the fundable range are examined and ranked by the Grants Council in respect to the Foundation's goals, as outlined in the document, "*Challenges in IBD*". The link can be found here: https://academic.oup.com/ibdjournal/issue/25/Supplement_2

Board of Trustees Approval

The Grants Council recommends the proposals for funding to the Board of Trustees, which is then responsible for making the final decision to approve funding.

STATEMENT OF COMMITTEE IMPARTIALITY

To ensure that the peer review process undertaken by the Foundation's review committees is fair and unbiased, the following procedures are in place:

An Ad Hoc Review Committee is set up to review any of the following:

- Application submitted or sponsored by a member of one of the review committees
- Applicant mentored by a Fellowship Grant Review Committee member/chair in the last five years.
- A Senior or Clinical Research Grant Review Committee member is a key personnel on the grant application

If a committee member answered "yes" to any of the following, that will be considered a conflict and the reviewer will not participate in the evaluation of that application.

- Are you a key personnel/collaborator on this proposal?
- Have you and the applicant worked at the same institution in the last three years?
- Have you collaborated with the applicant in the last three years?
- Have you co-authored/published a publication in the last three years?
- Are you a former fellow/mentor for the applicant?
- Do you have any other conflicts reviewing this application?

Each committee reviewer must certify that to the best of his or her knowledge he/she has disclosed all conflicts of interest that he or she may have with the applications; he or she fully understands the confidential nature of the review process and agrees to the following:

- To destroy or return all materials related to it;
- Not to disclose or discuss the materials associated with the review, the evaluation, or the review meeting with any other individual.
- Not to disclose procurement information.
- To refer all inquiries concerning the review to the chairperson or Foundation staff.
- To review the Foundation's "Guidelines for Maintaining Research and Peer Review Integrity"

Taken together, these steps attempt to avoid conflicts of interest among members of the committee.

NOTIFICATION

An award or declination communication will be sent to the applicant informing about the application outcome. A detailed critique summarizing the committee's deliberations will also be provided to the applicant. Applications that are not funded may be revised and resubmitted. However, only two resubmissions are allowed. Resubmitted applications will be reviewed in the same detail and compete on an equal basis with all other new applications.

REPORTING REQUIREMENTS

Progress Reports – Interim and Final

Awardees are required to submit one progress report per project year and one final scientific report summarizing the progress made toward achieving the proposed goals and outcomes.

Second and third year funding is contingent upon the favorable evaluation of the first and second years' progress reports. The final scientific report is due 90 days after the end of the project. Payments will not be processed while progress reports are delinquent.

Progress reports are due 10 months after the start date of the current year of the award. Reports should follow the template provided in proposalCENTRAL and available for download on the Foundation's website. If the report lists any publication, please include an electronic copy at the end of the report. If an electronic copy is not available, please briefly explain why.

Financial Reports

Annual financial reports are due 3 months after the end of the annual budget period. To allow for year-to-year comparison, the report should be submitted on the template provided in proposalCENTRAL and signed by a Financial Officer at the awardee institution. Failure in observing these requirements may delay payment.

Final payments will not be made for awards with delinquent deliverables.

ADDITIONAL AWARD POLICIES AND REQUIREMENTS

Policy on no-cost extension

In the event the research is delayed, an extension is required and a no-cost extension request form and documentation must be e-mailed to grant@crohnscolitisfoundation.org no later than 60 days **before** the end of the project period. This request must be made on institutional letterhead and signed by both the PI and the Institutional Official.

Multiple no-cost extensions may be considered based on the research involved.

Please ensure that annual progress and financial reports have been uploaded in proposalCENTRAL before submitting a no-cost extension request, as requests will not be considered for awards with outstanding required reports.

The no-cost extension request form and instructions are available on the Foundation's website.

Policy on publications and award acknowledgment

Publications resulting from research activities supported by the Foundation should contain the following acknowledgement:

Supported by the Crohn's & Colitis Foundation, award number xxxxxx, project title xxxxx.

The Foundation's support should also be acknowledged by the awardee and by the awardee institution in all public communication of work resulting from this grant, including scientific

abstracts (where permitted), posters at scientific meetings, press releases or other media communications, and Internet-based communications.

The Foundation shall receive timely and prior notice of any publications based upon the funded research and a copy of the publication should be uploaded onto the award record in proposaslCENTRAL.

Policy on patents and intellectual property

It is understood that submission of a proposal for funding consideration indicates that both PI and Institution are informed of and agree with the Foundation's Patent and Intellectual Property Policy, available for download on the Foundation's website.

Policy on award transfer
Recipients may transfer their grant from one institution to another. Projects that have been funded for six months or longer will be reviewed by an administrative committee after full details of the new environment and budget have been provided.

The change of institution request form and instructions are available on the Foundation's website or contact grant@crohnscolitisfoundation.org.

Policy on carryforward
Carryforward into the next budget year is allowed up to 30% of the annual budget.

Carryforward requests for amounts above this threshold will be considered on a case-by-case basis and must be requested in writing to the Foundation staff no later than 60 days before the end of the budget period. This request must be made on institutional letterhead and signed by both the PI and the Institutional Official.

Policy on return of funds
Unspent balances at the end of the project of up to $100 (one hundred dollars) can remain at the awardee institution and be allocated to support the PI's research efforts.

Unspent balances at the end of the project of more than $100 (one hundred dollars) must be returned in full to the Foundation.

Withdrawal of Application
Applicants are asked to notify the Foundation in writing should they decide to withdraw their applications for any reason.

Change of Address
Applicants are responsible for notifying the Foundation in writing of any changes of address, email or phone number, following the submission of an application.