



Senior Research Award

APPLICATION INSTRUCTION MANUAL

[Crohn's & Colitis Foundation](#)

The mission of the Crohn's & Colitis Foundation is to cure Crohn's disease and ulcerative colitis, and to improve the quality of life of children and adults affected by these diseases.

General Submission Inquiries: sra@crohnscolitisfoundation.org



Table of Contents

Introduction	3
Eligibility	4
Applicant Eligibility	4
Proposal Eligibility	4
Application Process	5
Intent to Apply	5
Components of Intent to Apply	5
Application	9
Components of Full Application	9
Review Process	17
Peer Review of Applications	17
Review Components	17
Statement of Committee Impartiality	19
Notification	19
Reporting Requirements	20
Additional Policies and Requirements	21
No-Cost Extension Policy	21
Publications Policy	21
Post-Award Policies	22

Introduction

The Crohn's & Colitis Foundation (the Foundation) was established in 1967 to find the causes of and cures for Crohn's disease and ulcerative colitis, collectively known as inflammatory bowel disease (IBD.) Support for our research program is provided by volunteers and donors, as well as 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 particularly important for preclinical research.

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

The goal of the **Senior Research Award** (SRA) is to provide established researchers with funds to generate findings that could have an impact on the field of IBD and advance the previously stated mission of the Foundation. The impact of a project is evaluated through various measures, including follow-on funding from other sources (such as the National Institute of Health), publications with high impact, and related patents or citations within patents.

Eligibility

Applicant Eligibility

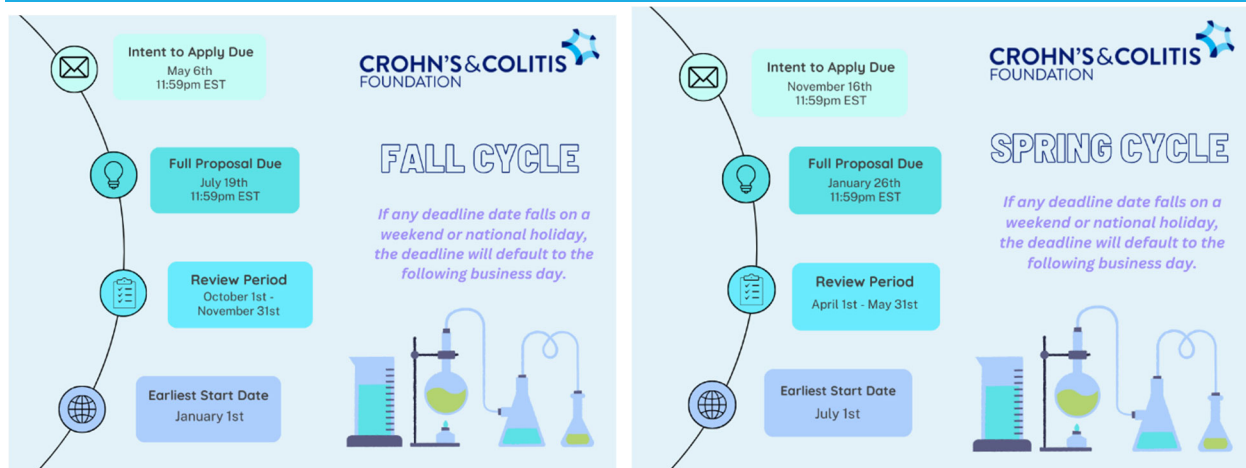
At the time of application, the applicant must:

1. Hold an MD, PhD, or equivalent terminal degree.
2. Be employed by an institution (public non-profit, private non-profit, or government) engaged in healthcare and/or health related research.
3. Have attained independence in their research efforts.
4. Be a corresponding author for publications in the main area of research.
5. Eligibility is not restricted by citizenship or geography.

Proposal Eligibility

1. The submitted research proposal must address IBD.
2. Only one proposal may be submitted for this award per submission date.
3. Applicants for an SRA may not simultaneously apply for a Training Award (Career Development or Research Fellowship).
4. Applicants for an SRA may not simultaneously submit another application focused on the same research topic for a Litwin IBD Pioneer Award or Research Initiative.
5. Applicants may not hold concurrent Foundation SRAs; however, applications for new projects may be submitted 6 months prior to the termination of an awardee's current grant.

Application Process



Intent to Apply

Each applicant must complete the Intent to Apply (ITA) form prior to submitting a full proposal for consideration. This form is reviewed seriously by the Grants team, which determines if the applicant is invited to submit a full proposal. Each section of the form should be completed fully to be eligible for funding consideration. Use the following outline to guide you through completing the ITA form.

Components of Intent to Apply

Please complete the ITA form online in ProposalCentral and adhere to all character limits and other requirements as outlined.

1. INTENT TO APPLY

a. Enter your project title.

- Do not use abbreviations.
- Please limit the project title to 81 characters max.

b. Challenges in IBD Priority

- Please check one of the "[Challenges in IBD](#)" priority areas that will be 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 can be found [here](#).



c. Type of Disease

- i. Indicate which subset of disease your project is focused on.
 - 1. Crohn's disease
 - 2. Ulcerative colitis
 - 3. Inflammatory Bowel Disease (non-specified)

d. Type of Research

- i. Indicate which type of research your project falls under: Basic or Translational.
 - 1. *Note: If your study is clinical research based, please refer to our new clinical research [opportunities](#).*

e. Resubmission

- i. Use the dropdown menu to indicate if this will be a resubmission of a previous application.

2. APPLICANT/PRINCIPAL INVESTIGATOR (PI) INFORMATION

- a. PI is defined as the one person responsible to the Foundation for scientific and technical direction of the project.
 - i. While a project can have Co-PIs and senior collaborators, 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.
- b. In this section, input basic information about yourself and your institution.
- c. On this page, you are also able to link your ORCID ID, if you have one.

3. APPLICANT/PI DEMOGRAPHICS

- a. In this section, respond to standard demographic questions about yourself.
- b. Please note that completing this survey in Proposal Central is voluntary. Responses are confidential, and demographic information will not be used in grant funding decisions.
- c. The Crohn's & Colitis Foundation strives to create funding programs and services that represent the full diversity of the community. We regularly monitor the operation of the program's application, review, and award processes to identify and address barriers to advancing a community and culture that is inclusive and supportive of people from diverse backgrounds.

We ask the demographic questions to ensure that we are meeting these goals.

- d. *The submission of this information is optional*, and declining to provide information will not affect the consideration of an application for award funding from the Crohn's & Colitis Foundation. This information will assist us in better understanding the demographic profiles of applicants and advancing our efforts to ensure an inclusive and equitable process for our programs.

4. ELIGIBILITY QUIZ

- a. Answer the questions in this section to determine your eligibility for the grant, which will enable you to continue with the application process.
 - i. Note: Please read these questions carefully and respond truthfully and accurately.

5. INSTITUTION AND INSTITUTIONAL CONTACTS

- a. Identify your institution and input basic contact information.
- b. Add institutional contacts.
 - i. You will be required to have an institutional official sign your Intent to Apply form, so make sure to add them as a "Signing Official" in this section.

6. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL

- a. In this section, add anyone you want to be able to access and view your application.
 - i. Again, a contact that will sign your Intent to Apply form must be added.

7. SUMMARY PAGE

- a. Use this section to provide a short summary of your proposed research project.
- b. The summary should provide a clear overview of the proposed work, including background, hypothesis under investigation, supporting rationale, and specific aims of the study.

8. VALIDATION PAGE

- a. This page will check your completed form for any inaccuracies or missing fields.

9. SIGNATURE PAGE

- a. In this section, both you and a signing official must digitally sign the form to indicate it is complete and accurate.

10. SUBMISSION PAGE

- a. This page will officially submit your Intent to Apply form.
- b. The Foundation highly recommends saving a copy of your completed form.

11. FUNDING OPPORTUNITIES

- a. If you would like to be notified about current and upcoming funding opportunities offered through the Foundation, provide your email here.

Application

After ITAs are reviewed, selected applicants will be informed if their proposals have been selected for full application submission. There is an approximate three-week turnaround on ITA decisions after the deadline has occurred.

Components of Full Application

1. TITLE PAGE

- a. Project Title
 - i. Fill in project title. If this is a resubmission, the title should be the same as the original application.
- b. Type of Research
 - i. Basic
 - ii. Translational
 - iii. If your study is clinical research based, please see [our new clinical research opportunity](#).
- c. Challenges Priority
 - i. Please check one priority area that is addressed by your project, or if your project is not related to Challenges in IBD, describe 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.
- d. Type of Disease
 - i. Select one of the following:
 1. Crohn's disease
 2. Ulcerative colitis
 3. Inflammatory Bowel Disease non-specified

2. APPLICANT (PI)

- a. Principal Investigator
 - i. PI is defined as the one person responsible to the Foundation for scientific and technical direction of the project. Although co-PIs are permitted, only one can be indicated as the main point of contact.
- b. Organization Information
 - i. This is where the lead PI is located and where the study will take place.

3. INSTITUTION AND CONTACTS

- a. At the time of proposal submission, appropriate administrative officials will be required to sign off and submit the application.
- b. Please provide the name and address of the person, at the grantee institution, who will administer the grant.
- c. Please ensure that appropriate parties responsible to upload financial reports, fully executed award letters, organization assurances, and other institutional documents are given "Editor" or ("Administrator") role for the proposal.

- i. Failure to do so may result in administrative delays.

4. KEY PERSONNEL

- a. Please note any key members of this project such as collaborators, etc.

5. LAY SUMMARY

- a. 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:
 - i. What question will this project attempt to answer?
 - ii. Why is this question important to IBD?
 - 1. How would the results significantly advance the field of IBD research or impact patient care or quality of life?
 - iii. How does the research address the Challenges in IBD?
 - 1. Or, if not related to Challenges in IBD, why is the research proposal so compelling that it should be considered a priority for funding?
 - iv. What is the study design? How is it innovative?
 - v. How do the hypothesis and specific aims fit with the Foundation's scientific priorities?
 - vi. If the research is successful, what next steps would be needed to advance the Foundation's mission to find cures for IBD and/or to improve quality of life for IBD patients?
- b. In addition, include a brief glossary of any scientific terms included in your lay summary.
- c. This section 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 proprietary or confidential information should not be included.

6. SCIENTIFIC SUMMARY

- a. The Scientific Summary should provide a clear overview of the proposed work, including background, hypothesis and its supporting rationale, and specific aims of the study. It should be concise but allow the review committee to effectively assess the scientific merit.
- b. Relevance of the Project to IBD
 - i. Provide a description of how this project is explicitly related to IBD and how it will further research to achieve the Foundation's mission.
 - 1. If it is preclinical research, then the project must demonstrate its relevance to human IBD mechanisms or explain why this should not be a priority for this particular research.
- c. This section 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 proprietary or confidential information should not be included.

7. BUDGET

a. Project Start Date

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

b. Estimated Length of Project

- i. SRA projects can range from 12 to 36 months duration.

c. Percentage Effort

- i. Identify the effort (in percentages) you estimate that will be needed to complete the proposed project.
 1. A minimum of 2 to 5% effort is required for the PI of an SRA.
- ii. Describe how your time (in percentages) is allocated in your current position at this institution.
 1. An institutional representative will be required to confirm this information as part of the proposal submission process.

d. Fringe Benefits

- i. List any applicable fringe benefits provided by your institution.

e. Detailed Budget

- i. The total budget can be requested for up to three years.
- ii. The request per year, including direct and indirect costs, may not exceed \$130,000.00 USD.
- iii. The Foundation's indirect cost rate for the SRA is 10%.
 1. Therefore, the maximum request per year allowed is \$118,182.00 in direct costs, and \$11,818.00 in indirect costs.
- iv. The requested budget should reflect the personnel costs as well as other expenses needed to carry out the proposed activities.
 1. *Salary*
 - a. SRAs are not meant to be a major source of a PI's salary.
 - b. The award can support a portion of the PI's salary commensurate with the time allotted to the project.
 - c. The salary request for the PI and all other personnel should be calculated as a percentage of the NIH salary cap, which is limited to the current Executive Level II of the Federal Executive pay scale.
 2. *Equipment*
 - a. Requests for major equipment purchases (over \$5,000) are generally not considered.
 - b. Any equipment purchased under a Foundation award is for the use of the PI, his/her their collaborators and/or other researchers or trainees involved in this research project.
 - c. The title for the equipment shall be vested in the institution with which the PI is associated.

- i. In the event of an award transfer to another institution, equipment necessary for continuation of the research project purchased with the grant funds should be transferred to the new institution.
 - ii. The title to such equipment shall be vested in the new institution.
- 3. *Indirect Costs (Subcontracts)*
 - a. The prime recipient institution may request up to a maximum of 10% of the first \$25,000 of each subcontract.
 - b. Subcontracting institutions may request up to 10% of indirect costs.
 - c. The awardee institution is responsible for all oversight of the subcontract and must include financial accountings for the subcontract(s) in the financial reports.
- 4. *Budget Justification*
 - a. Please provide a budget justification for the amount requested.
 - b. Items not adequately justified will not be supported.
 - c. 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 in pursuit of the proposed research project.

8. CURRENT AND PENDING SUPPORT

- a. Provide information on currently active projects and proposals pending review.
- b. For pending applications, attach an abstract for each application you listed in this section as an appendix in the Attachments Section.
 - i. *Scientific Funding Overlap*
 - 1. The Crohn's & Colitis Foundation reserves the right not to fund projects that are supported fully or in part by another agency.
 - 2. Projects are considered to overlap if there are any shared specific aims, budgetary overlap or overlap of percent of effort dedicated to the other project.
 - 3. The review committee will make the final decision regarding any questions of overlap.
 - ii. *Evidential Enclosure*
 - 1. There is an exception for institutional support (PI faculty package, discretionary funds, etc.)
 - a. 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.

2. **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."**
3. The details should include institutional commitment to the support of the applicant's salary and the current term of the applicant's appointment.

9. ORGANIZATIONAL ASSURANCES

- a. Human/Animal Studies Approval
 - i. 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.
 - ii. This approval is required for study activation and initial payment.
 - iii. Please indicate using a "Yes" or "No" response, and if yes, indicate date of approval and upload approved protocol in the Attachments Section.

10. ATTACHMENTS

- a. **Research Plan/Protocol**
 - i. **This section is limited to 7 pages, single spaced (1/2 inch margins).**
 - ii. 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.
 1. The lengths indicated below are included as a guideline and not required.
 2. Applications exceeding the page limit will not be reviewed.
 - iii. Overall Objectives (one or two paragraphs)
 1. Describe the general scientific objectives of the project.
 - iv. Specific Aims (approximately 1 page)
 1. Describe concisely and realistically what the specific research described in this application is intended to accomplish.
 2. Specifically, outline Aims for year 1, year 2 or year 3, goals, deliverables and timelines.
 3. State any hypotheses to be tested.
 - v. Background - including preliminary data (approximately 2 pages)
 1. Outline the previous work in the area by others, and the preliminary data or previous studies by the investigator(s).
 2. 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.
 - vi. Methods and Materials (approximately 3 pages)

1. Provide a detailed discussion of the experimental design, procedures, and materials to be used to accomplish the Specific Aims.
 2. Describe protocols, including methods for new techniques, and explain the advantages over existing methodologies.
 3. Discuss the kinds of data expected to be obtained and the means by which data will be analyzed and interpreted.
 4. Justify the use of any animal models (i.e., choice of species, number used, etc.).
 5. Discuss potential difficulties and/or limitations of the proposed procedures and alternative approaches to achieve aims.
- vii. Significance and Relevance to IBD (*approximately 1 page*)
1. Please note that Significance/Relevance to IBD is a separately scored section of the proposal and is considered very seriously to determine whether the topic of research addresses a research priority.
 2. Justify the significance of the results of this project to the understanding of IBD disease interception, restoration of function from the cellular level to quality of life, and remission to prevent relapse and disease progression.
 - a. Specifically identify the gaps this project is intended to fill as it relates to the priorities outlined in Challenges in IBD, or if not related to Challenges in IBD, why the research proposal is so compelling that it should be considered a priority for funding.
 3. For preclinical research, the project must demonstrate its relevance to human IBD mechanisms or explain why this should be a priority for this particular research.
- viii. Facilities Available for Proposed Studies (*one or two paragraphs*)
1. Describe the facilities available, including square footage, equipment, animal care facilities, and other environmental factors.
 - a. Include a description of each facility to be involved.
 2. Pay attention to those items required for successful completion of this proposal.
 3. Sufficient information must be included to demonstrate the high quality of the PI's research, the co-investigators, available research resources, and as well as the applicant's institution and its support of the project.
 - a. If particular equipment or lab space is required for the project and provided by the institution, include a letter of commitment of these resources.
- ix. Bibliographic References (*approximately 3 pages*)
1. **Note: These are not counted as part of the 7-page limit.**
 2. Literature citations should be listed in this section, at the end of the Research Plan.

- x. Reply to Previous Review (approximately 1 page)
 - 1. **This is required for Resubmission applications only.**
 - 2. Upload a letter that clearly and succinctly addresses the points raised in the previous review (i.e., Budget issues, overall objectives, etc.) and direct the reviewer to the specific sections of the Research Protocol where revisions have been made.
 - a. You will be able to upload your prior submissions for the reviewer's reference as "Resubmission Support Pages."
 - 3. Revised portions of the text changed in response to the reviewers' comments should be highlighted.
 - 4. Note: The Resubmission attachment category will not show on the main "Attachments" screen in Proposal Central.
 - a. Click "Attach Files" and choose "Resubmission" from the drop-down menu to attach this document.
- xi. Letters of Collaboration
 - 1. Attach letters of collaboration from all senior personnel cited in the proposal but not included in the budget.
 - 2. Each letter should be concise and confirm the participation of the collaborator in the project and in what capacity (providing samples, reviewing protocols or publications, etc.)
- xii. Applicants' CV/NIH Biosketch
 - 1. Attach the CV/NIH Biosketch for the applicant.
 - 2. Please upload the CV/NIH Biosketch for each of the key personnel on the proposed project.
- xiii. Human and/or Animal Approvals
 - 1. Upload IRB approvals for human and animal research.
 - 2. If a protocol has not yet been approved, one will be required prior to award execution.
- xiv. Appendices
 - 1. Uploaded reference material may include:
 - a. Article references
 - b. Abstracts
 - c. Original Pictures
 - d. Other Letters of Support

11. APPLICATION FORMAT

- a. PI name must be clearly identified on the header of each attachment.
 - i. Note: This is not applicable to letters of collaboration and protocols.
- b. 12-point Times New Roman or 11-point Arial is the minimum required font size for the text of the application.
 - i. A 10-point Times New Roman or 10-point Arial font type may be used for figures, legends, and tables.
- c. Single-spaced text is acceptable, and space between paragraphs is recommended.
- d. Margins should be at least 0.5" inch all around, unless a form with different margins is supplied in the Application Templates or Forms on ProposalCentral.

12. SIGNATURE PAGE

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

13. SPECIAL INSTRUCTIONS FOR FOREIGN APPLICANTS

- a. Budget request must be in U.S. dollars.
- b. Awards will be made in U.S. dollars.
- c. Please be aware that you should give more details than you might be accustomed to, especially in the areas of background material and preliminary data, experimental design, and available facilities, and budgetary items (particularly percent of effort and salary requests for key personnel).
 - i. Please contact the Foundation at grant@crohnscolitisfoundation.org with any questions.
- d. All materials MUST be submitted in English. Failure to comply can lead to an administrative rejection.

14. VALIDATION ISSUES

- a. If you receive a validation error for a submission, who do you contact?
 - i. Contact ProposalCentral, following their instructions [here](#).

15. ARTIFICIAL INTELLIGENCE DISCLAIMER

- a. The Crohn's & Colitis Foundation is committed to funding the most innovative and thorough research, with the goal that this research will ultimately contribute to curing IBD. We recognize that technology is an evolving force, and the recent Artificial Intelligence developments are commendable. However, the Foundation champions integrity and ethics, and for this reason, any use of Artificial Intelligence (natural language processors, large language models, etc.) in the scope of applying for a grant will result in disqualification of that application.
- b. This applies to submissions for both the pre-application and the full application.
- c. At the discretion of the Foundation, an exception can be made only if the technology is used to support a disability and improve accessibility for the applicant. If you have any questions about this policy, please reach out to the Grants team at grant@crohnscolitisfoundation.org.

Review Process

Peer Review of Applications

SRA applications are reviewed by committees that are composed of basic and translational IBD researchers in a variety of fields and patient/caregiver 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 submissions. Each application is assigned a primary, secondary and patient/caregiver reviewer.

Review Components

1. OVERALL IMPACT

- a. All research supported by the Foundation must examine research questions that have a direct application to Crohn's disease and/or ulcerative colitis, with evidence that links the research question to mechanisms that are relevant to patients with IBD.
 - i. 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.

2. SIGNIFICANCE AND CHALLENGES IN IBD

- a. The significance of the proposed studies in advancing unmet needs in IBD and how the application addressed the [Challenges in IBD](#) will be evaluated.
 - i. If the application does not address at least one category of the [Challenges in IBD](#), the case for why the research proposal is so compelling that it should be considered a priority for funding will be evaluated.

3. RESEARCH PLAN

- a. This includes excellence of hypothesis, experimental design, and the likelihood of the proposed research to produce significant new information that will 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.

4. EXCELLENCE OF INVESTIGATOR AND RESEARCH ENVIRONMENT

- a. Investigator qualifications to be examined are scholastic background, research experience, achievements, and publications.
 - i. Environmental criteria include availability of appropriate space and equipment, consultants, etc.

5. PROCESS

- a. Members of the review committees meet to discuss and select the most scientifically sound and impactful proposals.
 - i. 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.

6. REVIEW BY GRANTS COUNCIL

- a. 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.](#)"

7. BOARD OF TRUSTEES APPROVAL

- a. 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 Foundations review committees is fair and unbiased, the following procedures are in place.

1. An Ad-Hoc Review Committee is set up to review any of the following:
 - a. Application submitted or sponsored by a member of one of the review committees.
 - b. Applicant mentored by a Fellowship Grant Review Committee member/chair in the last five years.
 - c. A Senior or Clinical Research Grant Review Committee member is key personnel with 5% or more effort listed in the budget of the grant application.
 - d. If a committee member answers "yes" to any of the following, that will be considered a conflict and the reviewer will not participate in the evaluation of that application.
 - i. Are you a key personnel/collaborator on this proposal, meaning you would contribute greater than 5% effort?
 - ii. Have you and the applicant worked at the same institution in the last three years?
 - iii. Have you collaborated with the applicant in the last three years?
 - iv. Have you co-authored/published a publication in the last three years?
 - v. Are you a former fellow/mentor for the applicant?
 - vi. Are you and any key personnel on the application (> 5% effort) currently at the same institution, collaborating, and/or in a fellow/mentor relationship?
 - vii. Do you have any other conflicts after reviewing this application?
 - e. Each committee reviewer must certify that to the best of their knowledge that they have disclosed all conflicts of interest that they may have with the applications; and that they fully understand the confidential nature of the review process and agree to the following:
 - i. To destroy or return all related materials
 - ii. Not to disclose or discuss the materials associated with the review, the evaluation, or the review meeting with any other individual.
 - iii. Not to disclose procurement information.
 - iv. To refer all inquiries concerning the review to the chairperson or Foundation staff.
 - v. To review the Foundation's "Guidelines for Maintaining Research and Peer Review Integrity."
 - vi. 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 them about the application outcome.

1. A detailed critique summarizing the committee's deliberations will also be provided to the applicant.

2. Applications that are not funded may be revised and resubmitted within a 3 year time period from the date of the initial submission.
 - a. Resubmitted applications will be reviewed in the same detail and compete on an equal basis with all other new applications
 - b. Only two resubmissions are allowed.**

Reporting Requirements

1. PROGRESS REPORTS

- a. 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.
 - i. Funding for the second and third year is contingent upon the favorable evaluation of the first and second years' progress reports.
 - ii. The final scientific report is due 90 days after the end of the project. Payments will not be processed if progress reports are delinquent.
- b. Progress reports are due 10 months after the start date of the current year of the award.
 - i. Reports should follow the template provided in ProposalCentral.
 1. This template is also available for download on the Foundation's website.
 - ii. If the report lists any publication, please include an electronic copy at the end of the report.
 1. If an electronic copy is not available, please explain why.

2. FINANCIAL REPORTS

- a. Annual financial reports are due 3 months after the end of the annual budget period.
 - i. To allow for year-to-year comparison, the report should be submitted with the template provided in ProposalCentral.
 - ii. The report should be signed by a Financial Officer at the awardee's institution.
 - iii. Failure to observe these requirements may delay payment.**
 - iv. Final payments will not be made for awards with delinquent deliverables.**

Additional Policies and Requirements

No-Cost Extension Policy

In the event the research is delayed, an extension is required.

1. A no-cost extension request form and documentation must be emailed to grant@crohnscolitisfoundation.org no later than 60 days before the end of the project period.
 - a. This request must be made on institutional letterhead and signed by both the PI and the Institutional Official.
2. Multiple no-cost extensions may be considered based on the research involved.
 - a. Please ensure that annual and financial reports have been uploaded in ProposalCentral before submitting a no-cost extension request.
 - i. Requests will not be considered for awards with outstanding required reports.
 - ii. The [No-Cost Extension Request Form](#) and instructions are available on the Foundation's website.

Publications Policy

1. PUBLICATIONS

- a. Publications resulting from research activities supported by the Foundation should contain the following acknowledgment:
 - i. "Supported by the Crohn's & Colitis Foundation, award number XXXXX, project title XXXXX."
- b. The Foundation's support should also be acknowledged by the awardee and by the awardee's institution in all public communication of work resulting from this grant.
 - i. This includes scientific abstracts, posters at scientific meetings, press releases/other media communications, and internet-based communications.
- c. 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 to the award record in ProposalCentral.

2. PATENTS AND INTELLECTUAL PROPERTY

- a. It is understood that submission of a proposal for funding consideration indicates that both the 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.

Post-Award Policies

Post award policies can be found [here](#).

1. AWARD TRANSFER POLICY

- a. Recipients may transfer their grant from one institution to another.
- b. 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.
- c. The [Change of Institution Request Form](#) is available on the Foundation's website.
 - i. If help is needed, please contact grant@crohnscolititsfoundation.org

2. CARRYFORWARD POLICY

- a. Carryforward into the next budget year is allowed up to 30% of the annual budget.
- b. Carryforward requests for amounts above this threshold will be considered on a case-by-case basis.
 - i. These must be requested in writing to the Foundation staff no later than 60 days before the end of the budget period.
 - 1. This request must be made on institutional letterhead and signed by both the PI and the Institutional Official.

3. RETURN OF FUNDS POLICY

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

4. APPLICATION WITHDRAWAL

- a. Applicants are asked to notify the Foundation in writing should they decide to withdraw their applications for any reason.

5. CHANGE OF PERSONAL INFORMATION

- a. Following the submission of an application, applicants are responsible for notifying the Foundation in writing of any changes of address, email or phone number.