

Competitive Grants - Medical Research

2023 Request for Proposals



OVERVIEW

The Community Foundation for Brevard (CFB) uses a competitive grant process to award medical research grants from its Kenneth R. Finken and Dorothy Hallam Finken Endowment Fund and Frank R. Leslie Fund. The program supports research in Alzheimer's, cancer, and other pervasive diseases. In 2023, the program will focus exclusively on cancer research and funds will be awarded through one grantmaking round. Award recommendations are made by the Community Foundation's Medical Research Advisory Committee.

PRIORITIES

The program's 2023 priority is **Cancer** with the following equally important areas of focus:

- Social/behavioral interventions- Solving daily life issues experienced by cancer patients from diagnosis and beyond
- Social/behavioral interventions- Delivery of care in support of family caregivers
- Public health education and awareness- Prevention, screening, or treatment for cancer, particularly among underserved populations and/or underrepresented communities with a focus on at least one of the following: lung cancer, breast cancer, cervical cancer, prostate cancer, colon cancer, or melanoma
- Clinical education/evidence-based guidance - For healthcare professionals for all stages of cancer care

PLEASE NOTE: The Community Foundation is not currently funding basic bench/science research projects.

PREFERENCES

Preference is given to requests that:

- Expand successful evidence-based pilot programs to Brevard County
- Demonstrate a collaborative effort with a focus on serving Brevard County residents
- Collaborate with Brevard County entities engaged in the prevention, treatment, or care of cancer

At least one (1) award up to \$120,000.00 is expected to be available for the 2023 cycle.

AWARD PERIOD

Researchers will have eighteen (18) months to complete their research project.

ELIGIBILITY

Organizations are eligible to apply for a grant if:

- Organization is an accredited academic medical center, university, or research institution with 501(c)(3) status.
- The Principal Investigator (PI) is based in and conducting their research in Florida.
- The PI should hold a research position at an eligible organization and can independently conduct research with full support of their organization.
- Only one (1) grant proposal submission per PI will be accepted. This includes being identified as a Co-PI.

- All previous grants must be complete with the submission of a final report, including a narrative and financial report, before a PI is eligible to apply for a new grant.
- A PI can receive no more than two (2) grants within a 6-year period.

PLEASE NOTE: The committee that reviews all proposals includes individuals from a variety of disciplines in both basic and clinical research and practice. Since your proposal may not be reviewed by someone in your specific discipline, the writing should be tailored for a more general medical/scientific audience.

ONLINE SUBMISSION

Applications and required attachments will only be accepted online. All grant seekers will need an organizational account with our Online Grant Portal at

<https://www.grantinterface.com/Home/Logon?urlkey=cfbrevard>. Before creating an account, please review the following:

1. If your organization has been awarded a grant in the past 2 years, it is likely that an organizational account has already been created in the system. If you are not sure, please DO NOT create a new account because it will not link to your organization’s application history. Please contact Donna Sewell at 321-752-5505 or donnas@cfbrevard.org for guidance.
2. Our application system works with all major Internet browsers, though we recommend using Mozilla Firefox or Google Chrome.
3. Please add the following email address to your address book as a safe sender: administrator@grantinterface.com. This will help keep grant portal emails from landing in your junk folder.

SCHEDULE OF IMPORTANT DATES

Application portal opens	Anticipated Date: August 15, 2023	Applications must be submitted in the online portal located at https://www.grantinterface.com/Home/Logon?urlkey=cfbrevard Access Code: by invitation only; will be provided
Applications due	September 12, 2023 by 5:00 p.m. EST	Applications must be submitted in the online portal. Applications will not be accepted after the deadline.
Awards announced	By November 3, 2023	Award letters and Terms & Conditions will be emailed to the Administrative Official and the Principal Investigator.

APPLICATION CHECKLIST

Within the online grant portal, you will be asked to provide the following:

1. ORGANIZATIONAL INFORMATION
 - Legal name, Tax ID, address, telephone number, and website of the applicant organization
 - Primary contacts for the specific application and the organization, including the applicant contact, signatory, CEO/President/Executive Director, and key organization contact
 - Mission, brief background and current programming of the applicant
2. PROPOSAL OVERVIEW
 - Dollar amount requested
 - Purpose of the proposed project
 - Length of time for which support is requested

- Structured Abstract (3,000 character count, including spaces, max.) Short description of the proposed study that also includes study title, institution, and PI's name
- Lay Summary (1,500 character count, including spaces, max.) Short description of the study written for the general public that also includes study title, institution, and PI's name
- Project Personnel (2,000 character count, including spaces, max.) All key personnel (name, title, affiliation) involved in the study and their roles/responsibilities

3. PROPOSAL NARRATIVE

- Research Plan that outlines the significance of the research, specific aim(s), methodology and preliminary data (if available).
- Significance of research, including a clear explanation of how the project is related to cancer care.
- **The proposal narrative must also include the following:**
 - i. Recruitment plan
 - ii. Research procedures that will be used
 - iii. How the research will be analyzed
 - iv. Plans for dissemination

4. FINANCIAL INFORMATION

- Project Budget: Provide details of the total cost of the project. (See application online to download form.)
 - Identify the amount requested from this grant and which expenses the grant funds would cover.
 - Identify in-kind contributions, both revenue and expenses, that will support the project (if applicable).
 - The project budget should reflect the total effort for PI(s) and study personnel committed time to the project and show whether it is a grant expenditure or in-kind cost.
 - List all other funding sources: Include a list of current and pending requests for this proposal including name of agency, title of project, amount requested and period of support.
- Direct Costs: Allowed direct cost expenses must be directly related to the project and may include:
 - Salaries, including up to a three percent increase per year
 - Fringe benefits
 - Supplies
 - Equipment: For the purposes of this RFP, "equipment" refers to items with a purchase price of over \$1,000.00 and with a useful life of over one year.
 - Travel: Grant funds may be used for travel expenses provided justification is sound and reasonable.
 - Consultant costs
 - Reimbursement of IRB, IACUC, or IBC fees
 - Consortium or contractual costs to complete the project
 - Fees to obtain data from a health registry (e.g. vital statistics)
 - Research Participant Incentives (gift cards, checks, or cash)
 - Administrative costs may be included in direct cost categories, but only under two

conditions:

- the services, functions, or activities are directly necessary for this grant, and
- these administrative costs have not been included in the calculation of the indirect costs.

The Program does not prohibit administrative costs as part of direct costs, but to be allowable, they must meet both of the above conditions. All direct costs must be specifically and directly related to the project, necessary for the project's completion, and adequately justified. Pay particular attention to these criteria with costs such as copying charges, telephone and Internet charges, maintenance contracts, etc.

- Indirect Costs: Indirect Costs are capped at 20% of the total of all direct costs, including equipment.

5. BIOGRAPHICAL SKETCH

- Include for all PI(s) and co-PI(s) associated with the research. Please use the NIH Bio Sketch format. This format can be found at <http://grants.nih.gov/grants/forms/biosketch.htm>

6. HUMAN AND ANIMAL SUBJECT ASSURANCES

- For research involving either human or animal subjects, the PI must obtain IRB or IACUC approval.
- The plan for human/animal subject protection must be included in the application.
- If approved, the release of grant funds will be contingent on receiving IRB or IACUC approval.

7. AUTHORIZATION FORM (See application online to download form.)

- Signed by research organization's authorizing official.

COMPLIANCE WITH GRANT TERMS

Grants are to be used only for the purposes outlined in project proposals. PI must contact CFB if the nature of activities described in the proposal, the grant period, or the project budget are likely to change.

FINAL REPORTS

A final report is due to the Community Foundation one month after the end date of the grant. A PI with an overdue final report will not have their proposal reviewed.

In addition, PI's will be required to submit a post-grant report one year after the final report, to describe additional project funding, publications of research, and whether the preliminary data led to nationally funded research. This will be used in an ongoing outcomes evaluation of the Community Foundation's Medical Research Program.

Report forms will be assigned and submitted within the online portal.

CONTACT INFORMATION

If you have any questions regarding the proposal or the online application process, please contact Donna Sewell at 321-752-5505 or email DonnaS@CFBrevard.org.