

***IWMF RESEARCH PROGRAM***

***APPLICATION***

***AND***

***RESEARCH GUIDELINES***

**International Waldenstrom's Macroglobulinemia Foundation**

**Research Application Cover Sheet**

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International Waldenstrom's Macroglobulinemia Foundation, 3932D Swift Road, Sarasota FL 34231, (941) 927-4963

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1. Project Title \_\_\_\_\_

2. Applicant \_\_\_\_\_ Degrees: \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

FAX: \_\_\_\_\_

3. Total Amount Requested: \_\_\_\_\_

4. Please provide the following information:

**Institution's Financial Officer for Grants Research:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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Have you cleared your proposal with your institution? Yes \_\_\_\_\_ No \_\_\_\_\_

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**APPLICATION OUTLINE: Please provide the following information in your proposal:**

1. Description of your proposed research study of Waldenstrom's Macroglobulinemia, limited to ten pages, not including references, figures and tables.
2. References
3. Biographical Sketches of key personnel.
4. A detailed, itemized budget, with justification
5. Appendix
5. Other research projects you have in place for lymphomas or myeloma at this time

*Your application for IWMF research funds should be mailed to: Tom Myers, 23 State Park Road, Swanton, MD 21561. We would appreciate receiving two copies. In addition, we ask that you provide your proposal electronically by email to: [tom@mountaineerlog.com](mailto:tom@mountaineerlog.com)*



## RESEARCH GRANT PROGRAM GUIDELINES

**PURPOSE:** The IWMMF Research Grant Program is pledged to promote and support basic research leading to improved understanding of the cause, diagnosis, treatment and cure for the disease, Waldenstrom's macroglobulinemia.

**Submissions:** Research proposals may be submitted at any time. Following a review process that may take as long as three months, awards will be made to successful applicants.

**Review Process:** Research proposals are reviewed by scientists and/or doctors selected by members of the IWMMF Scientific Advisory Committee. Their comments and recommendations are considered by the IWMMF Research Committee which in turn forwards the comments on to the applicant for a response. Once the application is approved by the reviewers it goes to the IWMMF Board of Trustees for funding decisions. Authors of proposals will be notified by the IWMMF Research Committee as soon as a decision is made. The Grant Award Agreement is signed by the IWMMF President and Treasurer then sent to the research institute for signature by the principal investigator and the appropriate, authorized financial officer prior to funds being awarded. A Project Liaison Officer will be appointed by the IWMMF Research Committee. This person is the IWMMF point of contact for the Principal Investigator for technical questions. The Project Liaison Officer is responsible for keeping the IWMMF members informed about the progress of the project.

**Range of Grant Awards:** IW MF anticipates funding grants in the range of \$35,000 to \$100,000, depending on complexity and goals, and on the funds available for research projects. Multi-year and/or cooperative grants for teams of researchers at higher levels of funding appropriate for the scope of the project are also encouraged.

**Project length:** IW MF anticipates research projects will have a 12 to 24 month project period, but projects of up to four years in length have been approved previously. A project may be extended by filing an additional grant request which must be approved by the Scientific Advisory Committee and the IW MF Board of Trustees.

**Payment policy:** IW MF research grant payments are scheduled as follows: An initial start-up payment is determined by the principal investigator and the IW MF VP of Research and remitted to the institution within three weeks of the project starting date. For the remainder of the project period, incremental grant payments are made every six months once the six month project report is approved by the IW MF Research Committee. One-half of the last payment is withheld until a final report is received and approved by the IW MF Research Committee. Upon approval of the Research Committee the last payment will be made. The indirect costs are limited to 8% of the project costs. The payment schedule will be listed in the contract for the research project.

**Reporting requirements:** Six-month progress reports in non-scientific language shall be submitted to the IW MF Project Liaison Officer by the Principal Investigator at the end of a period, but no later than 30 days after the period ends. Such progress reports will describe the activities and findings of the previous six-months and provide a plan for the next six-month period. A draft final report is required no later than two months after the project ending date which shall describe the results and findings as they relate to the stated goals of the project for the full term of the project.

## **GRANT REVIEW CRITERIA**

The following is the list of review criteria used by the IW MF Scientific Advisory Committee to evaluate research proposals:

What is your analysis of the proposed project's overall applicability to furthering scientific knowledge of the cause,

diagnosis, treatment, or cure for the disease Waldenstrom's macroglobulinemia?

Are the goals reasonable?

Is the technical approach valid?

Are key personnel sufficient in number, and qualifications, to undertake this project?

Are there any particular strengths or weaknesses that should be highlighted?

Are you aware of any similar studies recently completed or ongoing that parallel this proposal, or which would complement this proposal?

Is the budget reasonable and appropriate to costs for the proposed research activities to be performed?

Any other comments on any aspect of the proposal you think should be noted.

Summary comments and recommendations to fund or not.

For more information please contact:

**Tom Myers, IWMMF Vice President- Research**

**Fax: 301-387-9162**

**Cell Phone: 301-616-9200**

**Email: [tom@mountaineerlog.com](mailto:tom@mountaineerlog.com)**

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