

***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, 6144 Clark Center Ave., Sarasota FL 34238, (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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## THE IWMF RESEARCH GRANT PROGRAM

The IWMF 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 (WM). Based on this strategy, the IWMF-LLS Research Roadmap Initiative was developed in 2015 to further our knowledge in four specific areas of WM research. The Initiative includes a Request for Proposals that can be obtained by contacting the IWMF Office Operations Manager at the email address appearing at the end of this document or at [www.iwmf.com/research/research-strategy](http://www.iwmf.com/research/research-strategy).

## HOW TO APPLY

**Submissions:** The plan for the IWMF-LLS Strategic Research Roadmap Initiative is to issue an RFP each year and to award grants for 2-4 new research proposals, depending on funding availability. The specific deadline to receive proposal applications will be noted in each RFP. Following a review process that may take up to 4-6 months, funding for successful applicants for each year is anticipated to begin in the 4<sup>th</sup> quarter. An application should be submitted via email to: Dr. Tom Hoffmann, IWMF Research Committee, at [thoffmann@iwmf.com](mailto:thoffmann@iwmf.com), and to Jennifer Silva, IWMF Office Operations Manager, at [jsilva@iwmf.com](mailto:jsilva@iwmf.com).

**Who Can Apply:** Applicants must hold an MD, PhD, or equivalent degree and work in domestic or foreign non-profit organizations, such as universities, colleges, hospitals, or laboratories. The IWMF encourages multi-institutional applications, and applicants should have an independent research or academic position. Applicants need not be US citizens, and there are no restrictions on applicant age, race, gender, or creed. Applications from non-academic facilities, postdoctoral positions, and the National Institutes of Health are not eligible.

## GRANT DETAILS

**Range of Grant Awards:** The IWMF anticipates funding grants for up to \$200,000 per year for each project under the Strategic Research Roadmap Initiative.

**Project Length:** Research projects shall be up to two (2) years in length.

**Information to Include in a Proposal:** The description of proposed research, including background, significance, Aims, and experimental approach should be limited to twelve (12) pages. Additional pages should include references, biographical sketches of key personnel, a detailed, itemized budget with justification (see below), other research projects currently in place for lymphoma or myeloma, and appendices as needed.

**Budget:** A budget and budget justification should provide itemized detail for each major category for all the years of the program. This budget can be summarized for year one and extrapolated for the remaining years. All totals and subtotals should be included. The maximum annual total costs (direct and indirect) cannot exceed \$200,000. The aggregate costs over two (2) years cannot exceed \$400,000. Permissible direct costs include the following with the specified limitations:

- Personnel expenses including salary, wage, or stipend with fringe benefits.
- In total, no more than forty percent (40%) of the direct costs may be requested for the salary and fringe benefit expenses of professional staff with a post-graduate degree (i.e. MD, PhD, DVM) regardless of function or role. This restriction does not apply to technical staff (lab assistants, nurses, etc.).
- Supplies and materials requests should be itemized by category.
- Equipment purchase requests must identify each item of equipment with an acquisition cost of more than \$500.
- Travel expense requests cannot exceed \$1000 per year of the award.
- Other direct cost requests can include patient care costs.

Permissible indirect costs (often referred to as institutional overhead, IDC, M&A, G&A, or pooled costs) are those costs incurred for common or joint objectives that cannot be readily identified with a particular project (general maintenance, utilities, library, etc.). Indirect costs are limited to eight (8%) of total direct costs. For sponsoring institutions that do not choose to use these funds for indirect costs, these funds can be applied to the Principal Investigator's stipend or fringe benefits costs.

Impermissible costs include membership dues, tuition, books, journals, and publication costs.

**Payment Policy:** The IWWMF Treasurer will pay a pro rata amount for six months at the start of the project. Future payments will be made at designated six-month intervals after each Interim or Final Progress Report and accompanying Lay Summary has been received and the IWWMF Research Committee has reviewed it for satisfactorily meeting the IWWMF reporting requirements (see below). Ten percent (10%) of the payment for any Interim or Final Progress Report and accompanying Lay Summary may be withheld if the IWWMF Research Committee determines that the Report does not meet the reporting requirements. This withheld amount will be released after the reporting requirements are met. The payment schedule will be listed in the contract for the research project.

**Reporting Requirements:** Progress Reports are required to be submitted to the IWMF by the Principal Investigator every six months for the duration of the project. Interim Progress Reports must be submitted no later than 30 days after the six-month period ends. Such Progress Reports will describe the activities and results with respect to each specific Aim that have occurred during the preceding six-month period. Project Aims should not be changed during the research process without prior notification, justification, and agreement of the IWMF Research Committee. A Final Progress Report and Lay Summary which describes the results and findings as they related to the stated goals of the project for the full term of the project is required no later than 45 days after the project ending date. The Principal Investigator should expect on occasion to receive requests for clarification of Progress Reports. A Lay Summary must accompany each Interim Progress Report and the Final Progress Report. The reports must be submitted in Microsoft Word or PDF file format. A final detailed expenditure report must also be sent no later than 90 days after the project ending date.

## **GRANT REVIEW CRITERIA**

Research proposals are reviewed by an independent Strategic Research Roadmap Review Committee composed of selected members of the IWMF Scientific Advisory Committee (SAC) and other experts in the field. This committee may in turn respond to the research proposal applicant(s) with questions and/or request clarification regarding certain aspects of the proposal itself. The proposals are ranked according to NIH review criteria and forwarded to the IWMF Board of Trustees and the LLS Oversight Committee, where applicable. Generally speaking, at this stage a decision to fund a proposal is based on fund availability. Applicants will be notified by the IWMF as soon as a decision is made. The contract agreement is signed by the IWMF President and Treasurer and then sent to the research institution for signature by the Principal Investigator and the appropriate, authorized financial officer prior to funds being awarded.

An application will be judged on these criteria:

- The probability of an advance in prevention, diagnosis, or treatment in the near-term.
- The conceptual basis upon which the proposal rests.
- The novelty of the concept and strategy.
- The overall plan for bringing the research findings to clinical application.
- Experience, background, and qualifications of investigator(s).
- Adequacy of resources and environment (facilities, data management, data analysis, etc.).
- Adequacy of provisions for protection of human subjects.

For more information please contact:

IWMF Office Operations Manager

Email: [jsilva@iwmf.com](mailto:jsilva@iwmf.com)

Telephone: 941-927-4963

Fax: 941-927-4467