



*Leading the fight to end a life-threatening kidney disease*

## RESEARCH APPLICATION & SUBMISSION PROCESS

### **OHF Research Grant Program:**

The Research Grant program assists investigators, new or established, who have research projects for which they need support. While the OHF primarily seeks to fund grants which will increase the understanding of Primary Hyperoxaluria and oxalosis and improve the clinical management and treatment of the genetic diseases, applications focused on hyperoxaluria and oxalosis associated with other conditions and diseases will also be considered.

**Support:** Applications for up to two years of support will be considered. These funds may be used in the following categories: Personnel, Supplies, Other Costs, Travel, and Equipment. Indirect costs up to 10% of the direct costs (excluding equipment) may be requested

**MAXIMUM FUNDING:** \$160,000.00 for up to two years. Indirect costs must be included in the maximum funding amount.

**Deadline Date:** October 15, 2011      **Notification of Award:** February 1, 2012

**Funding Begins:** Within 9 months of award

### **General Policies**

#### **I. Applicant Qualifications**

1. Applicants must hold a MD, PhD. or equivalent by the time of the start of the funding period and have an appointment at an academic institution.
2. No US citizenship requirements are imposed by the OHF. Compliance with local and federal statutes and regulations of the country of origin must be met.
3. Revised grant applications submitted to OHF **require** a 2-page introduction addressing the Reviewers' comments from the prior review of the grant application.

#### **II. Final and Financial Reports**

1. Award funds are paid to the recipient's institution in quarterly payments by mail.
2. A non-technical final report, written for a lay audience, must be filed with the OHF no later than 90 days after the end of the entire funded period. A report from the investigator's fiscal office showing the final disposition of funds must be submitted at the

same time. The format for these reports is devised by the investigator and the institution. All unexpended funds must be returned to the OHF. Additional funds beyond the original award may **not** be requested for any reason. *Please note that this report may be published in the OHF public materials.*

### **III. Funding From Other Sources**

If support for the proposed project is obtained from other sources, the recipient must notify the OHF. Any funds awarded by the OHF that remain unused will be withdrawn should funding be received for the same project from other sources.

### **IV. Change of Institution/Transfers**

Research Grant recipients may not transfer awards, in whole or part, between institutions without prior **written approval** by the OHF.

### **V. Extensions/Absences**

1. No-cost extensions must be requested in writing but are at the OHF's discretion.
2. Unexpended, first year funds may be carried over to the final year of funding by written request.

### **VI. Publications**

Acknowledgement of support from The Oxalosis and Hyperoxaluria Foundation must be made when findings are reported, published or publicity is given to the work. Acknowledgement such as "**Supported by a grant from The Oxalosis and Hyperoxaluria Foundation**" is suggested. Two copies of any such publication should be sent to the OHF Office.

### **VII. Patents**

Awards are made with the understanding that the OHF will receive written notification of the filing of any letters patent for any discovery made based on work funded by the OHF.

### **VIII. Ownership of Equipment**

Equipment purchased under an OHF award is for the use of the Principal Investigator and associates, and generally follows where the PI works during the course of the funded grant. Equipment requests must be justified in the application.

### **IX. Biological Substances**

The OHF expects the sharing of biological substances, reagents, or other materials resulting from OHF supported research. This will encourage optimal utilization of new technology by the research community.

### **X. Cancellation/Termination**

When a funding recipient has failed to comply with terms and conditions of an award, the OHF, at its sole discretion, may cancel/terminate the award. In the event that the OHF determines that funds are not being used as approved, the OHF may immediately terminate any further installments. In the event of cancellation/termination by the OHF or the recipient, unexpended funds **must** be returned to the OHF.

**Application Form Instructions:**

1. **All completed applications must be submitted electronically** to [grantapp@ohf.org](mailto:grantapp@ohf.org) in Microsoft Word Format. Applications must be typed, single spaced, 11 pt Times-Roman with at least one-inch margins. Appendices must be in Adobe Acrobat format (version 5.0 or higher).

Mail the original, signed application with all attachments to Kim Hollander at OHF by midnight on October 15, 2011. Late applications post-marked after October 15, 2011, will not be accepted. The receipt deadline will not be waived.

Application email: [grantapp@ohf.org](mailto:grantapp@ohf.org)

Application address: Kim Hollander  
Executive Director  
OHF  
201 East 19<sup>th</sup> Street, Suite 12E  
New York, New York 10003

A short paragraph should be included in the General Objectives and Rational section describing the relevance of the proposed research to the goals of the OHF which are to find a cure for oxalosis, Primary Hyperoxaluria, and related stone diseases and to improve the care and treatment of those it affects.

2. Please review the entire application form before completing. The first step in using the application is to enter your name in the “document author” field, so it will be propagated into the heading on all pages. Follow these steps to fill in the document author field:
  1. Open the application and pull down the “File” menu. Select “Properties”.
  2. Click the Summary tab and enter your name into the “Author” field.  
*Note: Enter your name surname first, first name last (e.g. Smith, Jane)*
  3. Click OK and save the application.
3. Pages 1-8 are to be completed by all applicants. The Principal Investigator must sign the Assurance statement at the bottom of page 6 for the application to be reviewed.

**Award Notifications:**

**Applicants will be notified in writing regarding the status of their applications. Notification for Research Grants will be sent by February 1, 2012. PLEASE DO NOT CALL TO REQUEST COMMENTS OR TO ASCERTAIN WHETHER OR NOT THE GRANT HAS BEEN FUNDED. (Please Note: It is the responsibility of the Applicant to notify his/her institution of any OHF Award.)**

