

Conquering the Histiocytic Disorders

2017 Request for Research Proposals

Proposals accepted from May 15, 2017 to July 1, 2017

Grant Award Amount: up to \$50,000 USD each

Grant Award Date: December 2017

A Rare Community

The Histiocytosis Association is a global nonprofit organization dedicated to addressing the unique needs of patients and families dealing with the effects of histiocytic disorders while leading the search for a cure. It is the only organization of its kind, connecting the patient and medical communities to:

- Grow and share knowledge of histiocytic disorders,
- Provide critical emotional and educational support to patients and families, and
- Identify and fund key research initiatives that will lead to a world free of histiocytic disorders.

Funding the Path to a Cure

Proposals for scientific research are being accepted for studies into the causes, mechanisms, and improved means of treatment for histiocytic disorders. Research proposals are evaluated on the basis of science, feasibility, and relevance. All proposals are expected to address one or more of the histiocytic disorders. While all areas of research relevant to the histiocytoses will be considered, those of particular interest are listed below:

- Mechanisms of disease pathogenesis
- Biology (maturation, migration and immune function) of dendritic cells, macrophages and/or lymphocytes in disease pathogenesis
- Derangements of cytokine production or function
- CNS pathology
- Neuropsychiatric consequences
- Studies of rare forms -- Juvenile xanthogranuloma, Erdheim-Chester disease, Rosai-Dorfman disease
- Studies of histiocytic disorders in adults
- Discovery of new disease markers

Research proposals will be reviewed and evaluated by the Histiocyte Society Scientific Committee for relevance, scientific impact and feasibility. The Histiocytosis Association receives the composite score from this review, and proposals are then ranked for funding based upon programmatic needs and the availability of funds in each funding cycle. For more information on the Association's competitive funding process, visit the Association's website at www.histio.org.

For more information or to submit a proposal, visit www.histio.org/RFRP.

Questions can be directed to grants@histio.org.

Research Proposal Submission Guidelines

In addition to the submission guidelines, all applications should follow the Research Proposal Format guidelines found on pages 4-5 of this document.

- A. Each year, all applicants/investigators must register (create a login and password) for the Research Grants Portal, www.histio.org/rfrp. You must register each year; however, you may use previous credentials to register. Once applicants/investigators register, a research proposal can be submitted.
- B. Proposals must be submitted via the Histiocytosis Association website at www.histio.org/RFRP.
 1. Proposals will be accepted from **May 15, 2017 to July 1, 2017**.
 2. Files must be **uploaded as a compressed, single file PDF** (maximum size of 4,000 KB).
 3. Proposals must use standard formatting requirements (11 point Arial font, ½ inch margins).
 4. **Section C1 – C6 (see below) of the grant application may not exceed six (6) pages;** proposals with this section exceeding this specified limit of six (6) pages will be returned without review.
 5. Proposals must indicate other sources of funding.
- C. Applicants/investigators will receive an automatic confirmation of receipt of their proposal by email.
- D. Primary Investigators may submit only one proposal for funding.
- E. Research grants are awarded for one (1) year projects up to the amount announced. Proposals in excess of the announced amount or for periods longer than one (1) year will not be reviewed.
- F. Funding is awarded to the Primary Investigator's institution only. It is the responsibility of that institution to disburse funding for joint projects.
- G. The Association does not fund overhead costs, travel budgets or Primary Investigator salaries.

Research Grant Acceptance Terms and Conditions

Successful Research Grant recipients will be required to:

1. Submit a written six-month scientific status report to the Association. This report will be distributed solely to the Association Board of Trustees.
 - a. Due dates for all reports will be provided with the funding agreement. Should reports not be submitted on time or an extension sought, funding will be forfeited and returned.
2. Submit a written one-year scientific conclusion report to the Association at the completion of the one-year grant award period containing the project's final conclusion. This report will be distributed to the Association Board of Trustees, as well as the Histiocyte Society Scientific Committee, for review.
 - a. Due dates for all reports will be provided with the funding agreement. Should reports not be submitted on time or an extension sought, funding will be forfeited and returned.
3. Submit a brief budget detailing the expenditure of grant funds. This report will be distributed to the Association Board of Trustees, as well as the Histiocyte Society Scientific Committee, for review.
 - a. Due dates for all reports will be provided with the funding agreement. Should reports not be submitted on time or an extension sought, funding will be forfeited and returned.
 - b. Institutions should retain all receipts for a minimum of three (3) years. In the event of an audit, any expenses in which receipts cannot be produced may require repayment of funds.

4. Submit a written one-year layperson final report to the Association. The layperson report will be provided online to Association subscribers, and should include an overview of the project, along with a final conclusion. The format of the report will be sent to investigators prior to report due dates.
 - a. Due dates for all reports will be provided with the funding agreement. Should reports not be submitted on time or an extension sought, funding will be forfeited and returned.
5. Ensure all results and findings are made public.
6. Acknowledge the Histiocytosis Association's support in any published materials and/or presentations.
7. Submit a copy of the published materials and/or presentations to the Association.
8. Submit a written abstract, in the format required, for presentation at an Annual Meeting of the [Histiocyte Society](#).
9. Submit a W-9 form for the institution where the research is being conducted (only applicable in the United States).
10. Provide all requested wire transfer information for disbursement of funds (only applicable outside of the United States).

Research Proposal Format

Proposals must be submitted in the English language and use standard formatting requirements (11 point Arial font, ½ inch margins). Documents must be a single PDF no larger than 4,000 KB uploaded via the Histiocytosis Association's website: www.histio.org/RFRP.

Proposals must include all of the requested information and follow the format listed below; please label each section accordingly and clearly.

SECTION A: Primary Investigator Information

1. First and last name, professional suffixes (M.D., Ph.D., etc.)
2. Institution/organization
3. Position/title
4. Department
5. Complete mailing address
6. Phone number
7. Fax number
8. Email address

SECTION B: Project Information and Summary

1. Title of Project
2. Amount of funding request (in US Dollars)
3. Provide a brief statement (approximately 300 words) of the problem formulation and work proposed.

SECTION C: Research Plan Proposal

Provide a clear outline of the proposed project, including methods to be used and objectives, using the section numbers listed below. Note that sections C1 – C6 must not exceed six (6) pages in length combined.

1. Specific Aims
2. Background
3. Significance and Relevance
4. Preliminary Work and Data
5. Materials, Methods and Analysis
6. Long-Term Research and Funding Plans
7. Timeline for the one (1) year period of funding
8. Literature References
9. Collaborative Efforts (if applicable - attach appropriate letter)

SECTION D: Layperson Summary

Using layperson terminology (approximately 350 words), provide the following information:

1. An overall summary of the project,
2. An explanation of how this project is relevant to histiocytic disorders,
3. Details on how histiocytosis patients will benefit from the project.

SECTION E: Budget

Provide a separate page showing the detailed proposal budget in US dollars including:

- Personnel
- Equipment
- Supplies
- Any other relevant expenses

Note that funding **will not** be provided for:

- Overhead costs
- Travel
- Principal investigator salaries

SECTION F: Biographical Sketch

Provide the following information for all key personnel and consultants:

1. Education showing institution and location, degree, year conferred, and field of study; begin with baccalaureate or other initial education including postdoctoral training.
2. Relevant employment concluding with present position and listing in chronological order previous employment experiences and honors.
3. Titles and complete references of all publications during the last three (3) years and any others relevant to this project; do not exceed two pages.

SECTION G: Other Relevant Funding

If applicable, list any other funding sources for this project, either applied for or received, including the following information for each:

1. Name and location of granting organization/institution
2. Location/address
3. Amount of award
4. Date of award

SECTION H: Research Grants Received

Provide a list of funds applied for or received for all research grants over the past five (5) years, including the following information for each:

1. Title of project
2. Name and location of granting organization/institution
3. Amount of award
4. Date of award