

Friends of Doernbecher Grant Program Application Instructions

Friends of Doernbecher is pleased to announce the 13th year of its grant program to support clinical and research projects and programs at OHSU Doernbecher Children's Hospital.

One or more grants of up to **\$175,000** (combined total) will be awarded to Doernbecher and OHSU faculty or staff for the fiscal year 2015-2016 based on criteria set by the selection committee. Graduate students, medical students, fellows, post-doctoral fellows, clinical and research staff are all eligible to apply. The Friends of Doernbecher would like grantees to receive the entire amount of the grant, therefore the 15% indirect costs, which are assessed on grant monies, have been budgeted and will be covered by Friends of Doernbecher. **The 15% indirect costs should be included in your proposed budget.**

Interested applicants should submit a description of their proposed project or program in a two-page format with a one-half page summary cover page. All proposals must have institutional approval from OHSU Research, Grants and Contracts (RGC) in order to be considered. RGC requires applicants complete an InfoEd package for each application as well as ample time to review the proposal. RGC will then produce an institutional approval document that you must attach to your Friends of Doernbecher Grant application. Please contact your department grant manager or the RGC analyst assigned to your department for guidance on obtaining institutional approval. **The majority of the Friends of Doernbecher grant selection committee have no scientific background, so proposals should be presented in a format that is accessible to a lay audience.**

Documents can be sent either electronically or in hardcopy to:

Friends of Doernbecher Grant Program

Attn: Hope Phillips

1121 SW Salmon, Suite 100

Portland OR 97205-2021

Campus Mail Code L347

phillhop@ohsu.edu

If you elect to send your documents through campus mail, please allow for extra time and follow up with the Doernbecher Foundation to ensure your documents have been received.

Deadline for submission is Friday, February 6, 2015 - 5:00 pm

The proposal should include, in lay format:

1. A signed OHSU Research Grants and Contracts institutional approval form (produced by RGC upon pre-award approval)
2. A **half-page** summary cover page, with full applicant contact information
3. A **two-page** description of the project including:
 - A. Who will benefit from the program?
 - B. Whether the project will require additional funding during the period of Friends funding or afterward
 - C. Potential funding sources available for any additional necessary support during the project period or afterward
4. A budget and amount requested from Friends (15% indirect costs must be included in budget)

A selection committee, consisting of Friends of Doernbecher members and Department of Pediatrics faculty will select finalists who will make brief presentations in April at Doernbecher Children's Hospital.

Grantee(s) will be notified by April 30, 2015 by the Friends Grant Manager. Grantee(s) are invited to attend an official check presentation with the Friends membership at their annual Volunteer Celebration on **May 17, 2015**. The award will be activated July 1, 2015 and must be expended by June 30, 2016.

For questions or more information, contact Friends Grant Manager, Mallory Tyler at 503-220-8344, tylerma@ohsu.edu.

Friends of Doernbecher Grant Program

Frequently Asked Questions

Who can apply for a Friends of Doernbecher Grant?

Any employee of OHSU or Doernbecher Children's Hospital proposing a pediatric-related research project or any program that impacts children's health is eligible to apply. This includes, but is not limited to OHSU and Doernbecher faculty, clinical and research staff, graduate students, medical students, fellows, and post-doctoral fellows.

Does every proposal need to have RGC approval?

Yes. All proposals must be reviewed and processed through the OHSU Research, Grants and Contracts (RGC) Office prior to submission. When submitting your proposal to RGC, please complete an InfoEd package. Upon approval of your application, RGC will create an institutional approval form that must be attached to your Friends of Doernbecher Grant application. Please contact your department grant manager or the RGC analyst assigned to your department for guidance on obtaining institutional approval. All proposed projects must meet and comply with Department of Pediatrics; Research, RGC; Institutional Review Board and Sponsored Projects Administration policies and guidelines.

Does my proposal need to have IRB approval?

The project does not require IRB/IACUC approval at the time of submission. However, IRB/IACUC approval *will be required* before the awarded funding is made available. If such approval is not granted before initial funding expiration date, the award offer will be withdrawn.

Can I include letters of recommendation with my application?

No. Please only submit the requested application documents: signed RGC approval, half-page summary cover page, two-page project description, and proposed budget. Additional documents will not be considered in the application review.

Does my application need a budget justification?

A budget justification is not required. If you decide to include one, please integrate it with your proposed budget document.

Can I include tables, graphs, and other supporting documents as additional pages to my application?

Any information pertinent to your project should be included within your two-page application.

Does my proposed project need to take place at Doernbecher?

As the funds raised for these grants come from Friends chapters in Oregon and southwest Washington, it is important to the Friends members that the grantee uses those funds to directly benefit Doernbecher Children's Hospital. That's not to say that all proposed projects need to be research-based or need to take place at OHSU or Doernbecher. However, they all need to clearly state how the project will positively impact Doernbecher, the staff, and/or the child patients.

How much of my project budget can be devoted to salary support?

There are no specific guidelines regarding PI salary support from the Friends of Doernbecher, however the Department of Pediatrics expects the PI support to be equivalent to the effort on the project where possible. Exceptions will be approved as part of the review/approval process by the Department. The Friends of Doernbecher program has advised that no more than 50% of the budget be used for PI salary support.

When do I need to use the funds?

Funds will be expended within one year of the award start date or within that fund year, if for multi-year funds.

Is it possible to re-budget?

Prior written approval from the Doernbecher Children's Hospital Foundation is needed for re-budgeting in excess of 25% of any line item. Requests for approval should be sent to the Friends of Doernbecher manager at DCHF for review.

Are non-cost extensions available?

Requests for non-cost extensions, not to exceed an additional 12 months, must be submitted in writing to the Friends of

Doernbecher grant manager at DCHF at least 90 days before expiration of funding. Non-cost extension requests must contain a brief 3 – 4 sentence justification for requesting the extension and an expected completion date. A 1-2 page letter containing an update on the project (progress made, challenges faced, etc.) should also be included.

When is the final report due?

Final reports are due 90 days after the funding expiration date. In the case of two-year grants, an interim report will be due by at the end of the first year. The report, which should be submitted to the Friends of Doernbecher manager at DCHF, should include in layman’s terms:

- Review of project objectives
- Project outcomes
- Financial statement compared to budget
- Plan and timeline for expenditure of any remaining funds
- Next steps and plan for sustaining or moving the project forward

Who are the Friends of Doernbecher?

Friends of Doernbecher is a grassroots, community outreach organization of over 150 former patients, patient families, friends and caring volunteers dedicated to providing long-term, ongoing support of OHSU Doernbecher Children’s Hospital. For more information, please visit friends.doernbecherfoundation.org.

Questions?

Contact the Friends of Doernbecher grant manager, Mallory Tyler at 503-220-8344, tylerma@ohsu.edu.