

**Application Instructions for
MRF EMERGENCY INTERIM SUPPORT
MRF GRANT REGULATIONS & GUIDELINES
FOR ADMINISTRATION OF GRANTS AWARDED BY THE MEDICAL RESEARCH FOUNDATION
COMMITTEE OF OREGON**

REGULATIONS

1. MRF grants are awarded to institutions. The grantee institution will account for expenditures at the close of the grant period.
2. Funds will be used for the purposes stated in the application. Major deviations (budget changes of greater than \$10,000 between approved categories or changes in purpose or direction of research) must be approved by MRF or OHSU before being undertaken.
3. EIS or OHSU Bridge Funding grants do not include indirect costs, but an institution's cost of employee benefit programs may be included for personnel.
4. Unencumbered balances at the end of the grant period or when an incumbent resigns will be returned to MRF or OHSU.
5. If funding from another source is received for the project being supported by one of these grants, notify the MRF Committee or OHSU per the instructions in the award letter. Uncommitted funds are to be returned for use in supporting other projects.
6. Requests for extension of time will be considered if requested and justified prior to the expiration date.
 - a) Submit a letter requesting an extension to OHSU Office of Proposal and Award Management (OPAM) or outside institution's equivalent sponsored projects department.
 - b) OPAM will send the signed request letter to the review committee.
 - c) The committee will authorize the extension and communicate this authorization to the Principal Investigator (PI) and OPAM prior to the end date.
7. The awardee investigator will submit a brief written report of results to MRF within 90 days after the grant period. This summary should be no longer than one double-spaced typed page, written in lay language. Also, submit any publication resulting from this funding. Any favorable reference to this assistance will help MRF attract additional funds.
5. Research involving human subjects, animals or recombinant DNA must be approved by the appropriate institutional review board (IRB/IACUC/IBC). Investigators are encouraged to submit this application simultaneously, but it is not a requirement. **Note** that no funds will be distributed until IRB/IACUC/IBC approval obtained.
6. **For OHSU applicants only:** You do not need institutional approval from OPAM to apply for emergency interim/ bridge support. If you are awarded funds, you will be required to undergo a compliance check with OPAM, and, depending on the source of the award, your funds may be managed by OPAM. Your award letter will tell you what to do.
7. Grants are not made for expensive items of equipment. However, requests will be considered when such equipment will enjoy wide use by a number of investigators or when it will make possible research of unique value. All equipment becomes the property of the grantee institution.
8. No funds are awarded for indirect costs, administrative staff support or tuition. Funds may be used for travel if directly related to the conduct of the approved project. Funds may also be requested for travel to present research findings at a meeting (limit of \$2,000). Proof of program acceptance must be provided to the grant administrator for approval of funds. Requests for PI salary support must be justified.
9. The research facility with which the applicant is affiliated must be fully prepared to accommodate the project in terms of the PI's salary and space.

GUIDELINES

1. Basic and Applied studies must directly relate to human health.
 2. Proposals to develop or perfect a technology are generally given below average priority scores unless that technology can be used to answer basic questions and unless the technology can be the basis for further research.
 3. Emergency Interim Support grants may be made to support ongoing research when an investigator with a well-established record of research funding as principal investigator is between grants and a hiatus would jeopardize their research program. Financial need as well as merit will be considered for this category of funding.
 4. A letter from applicant's Department Chair that describes department commitment including institutional salary and research support during the interim period is to be submitted **separately** through the [InfoReady Competitive Application Portal](#). The Chair letter must be submitted through the InfoReady Portal **within 7 days** of the application deadline.
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- A SUCCESSFUL APPLICATION GENERALLY INCLUDES:**
1. A clearly stated and testable hypothesis.
 2. Significance and Innovation sections.
 3. Previous work by the applicant and others with key references.
 4. A discussion of how the data will be obtained and analyzed.
 5. Methods of approach to be used.
 6. Discussion of potential pitfalls and alternative approaches
 7. An indication of how the proposed work fits into the applicant's research program and long-range goals. Particular emphasis should be given to how the award may enable the investigator to obtain national funding in the future.

GRANT INSTRUCTIONS for MRF EMERGENCY INTERM SUPPORT

I. GENERAL INFORMATION

The maximum dollar award for MRF grant is \$50,000. These grants are made for a period of one year for research conducted in Oregon. Extensions will usually be granted if applied for before the grant expires.

Only one application per investigator is allowed in any cycle. A single proposal may be submitted for consideration a maximum of three times.

Grants are awarded by the MRF Research and Education Committee. MRF application deadlines, Committee meetings, and effective date of Grants can be found on the [MRF Grant Website](#). Applicants will be advised of the decision by the MRF Committee within a week after the meeting.

Applications are reviewed by the Scientific Research Review Committee for scientific merit. Members of this Committee are physician or scientist faculty but are not necessarily an expert in the proposed research topic. The peer-review committee will provide brief critiques of each application. Applications are then submitted to the review committee for final funding review and authorization.

II. PREPARATION OF PROPOSAL

1. Applications must be submitted as a single PDF using the InfoReady Competitive Application Portal. The type font should be no smaller than 11 point and side margins of at least one inch should be used for the body of the grant. (NIH-style biosketches can be submitted with NIH font and margin guidelines).
2. Please supply all information requested. Failure to do so may cause the application to be administratively withdrawn.
3. Descriptions of the general objectives, purposes and plan of the research and the background of those to be engaged in it, while condensed, must be clear enough that the reviewers can make a fair appraisal of its worthiness, capabilities of the personnel, and appropriateness of the project in relation to work of record.
4. The MRF committee must know with as accurate detail as possible what is to be done with the money. This should be detailed on a budget justification page included in the application PDF document. Please provide the rationale for your personnel, supplies, and other costs.
5. **For Non-OHSU applicants applying for EIS:** A letter from the "Responsible Official" signing for the institution should be included in application indicating name, title, phone number, and signature. The person signing for the institution is a matter of institutional preference. This is generally the Vice President of Research. However, contact OPAM or your Research Office to determine your institution's preference. **(For OHSU applicants only):** You do not need institutional approval from OPAM to apply for emergency interim/bridge support.
6. Application must be combined into a single PDF and uploaded to the [InfoReady Competitive Application Portal](#). The order of the required documents **combined in a single PDF** is as follows:
 - a. In a cover letter, the applicant should explain the fiscal emergency, as well as their role at the institution. The cover letter is also required for resubmission and should include concise response to previous reviews.
 - b. Previous MRF Written Reviews (required, if resubmitting)
 - c. Research Plan (7 pages maximum; 1 page for Specific Aims and Significance, and 6 pages for the Approach)
 - d. Literature Cited
 - e. Current Biosketch, in NIH format
 - f. Budget Explanation and Justification
 - g. Other Support as needed:
 - List sources of current research support you now receive for all research projects: project titles, amount of annual budget, number of years, dates, and role in the project.
 - List sources of pending support for all research projects: project titles, amount of annual budget, number of years, dates, and role in the project.
 - Append budget pages and abstracts for all current and pending support for all research projects for which you are the principal investigator or a co-investigator.
 - h. Other Information as needed (e.g., collaborative letters of support, abstracts, appendices).
 - i. Critiques and scores from recently reviewed unfunded applications to national funding agencies should be attached.
 - j. Institutional Approval Letter (for Non-OHSU applicants only)
7. A letter from the Department Chair describing salary and research support is to be sent **separately** through the [InfoReady Competitive Application Portal](#).
8. When resubmitting, any materials associated with the original application, including support letters and forms, must be resubmitted by the original, required sender (noted above) with the resubmission. **No previously submitted materials will be transferred to a resubmission.** It is strongly recommended that any such support materials be updated for the current submission rather than re-used from a previous submission.
9. **The following naming conventions are required:**
Application: Last, First, Submission Deadline, Grant Type (example: **Rapinoe, Megan_App August 2019_Emergency Interim**) Support Letters: (example: **Rapinoe, Megan_Support Letter_Lagarde**)
10. Applications and supporting documents are to be submitted through [InfoReady Competitive Application Portal](#). For questions, contact funding@ohsu.edu.

Only applications received by 11:59 p.m. on the deadline date will be accepted for review. **Late or incomplete applications will not be reviewed.**

GRANT INSTRUCTIONS for OHSU PRESIDENTIAL BRIDGE SUPPORT

REGULATIONS

OHSU Presidential Bridge support grants are awarded to Investigators whose primary appointment is at OHSU. All regulations for MRF Emergency Interim Support grants are applicable to OHSU VPB grants.

GUIDELINES

Applications for OHSU Presidential Bridge support use the same guidelines as those for MRF Emergency Interim Support grants. No additional application is needed.

If applying for both MRF EIS and OHSU PB, funding for up to \$100,000 may be requested. Please prepare a main budget justification for \$50,000 and then provide a separate rationale for why you need the additional funding (up to \$50,000K) and why it is essential.

Applications for OHSU Presidential Bridge support are reviewed jointly with applications for MRF grants by the Scientific Research Review Committee for scientific merit. The peer-review committee will provide brief critiques of each application. Applications are then submitted to the office of the OHSU Research & Innovation office for final funding decisions.