

## **Friends of Doernbecher Grant Program**

### **Application Instructions**

**Friends of Doernbecher (FOD)** is pleased to announce the 20<sup>th</sup> year of its grant program to support clinical and research projects and programs at OHSU Doernbecher Children's Hospital. One or more grants will be awarded to Doernbecher and OHSU faculty or staff for the fiscal year 2022-23. Graduate students, medical students, fellows, post-doctoral fellows, clinical and research staff are all eligible to apply.

The COVID-19 pandemic continues to impact the Friends of Doernbecher's fundraising efforts. As a result, the Friends of Doernbecher will only be considering proposals requesting up to **\$50,000** for this grant review cycle.

Indirect costs are allowable and may not exceed 15% of direct costs as per federal exemptions or modified total direct costs. **Indirect costs must be included in your proposed line item budget.**

Interested applicants should include a two-page description of their proposed project or program in their applications, as well as a summary cover page. Please contact your department grant manager or the pre-award analyst assigned to your department for guidance on assembling the application and departmental deadlines. **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.**

Proposals can be submitted electronically to:

<https://ohsu.infoready4.com/#competitionDetail/1857487>

The proposal should be formatted in **one document** using 12-point font, single-spaced with 1 inch margins. The proposal should include:

1. A **one-page** summary cover page, including:
  - A. Title of project
  - B. Summary of project (no more than a half-page)
  - C. Primary investigator(s) and full contact information including title, department, email and phone
  - D. Any additional collaborators
2. A **two-page** description of the project including:
  - A. Introduction and background
  - B. Description and major goals/aims
  - C. Who will benefit from the project
  - D. Whether the project will require additional funding during the period of Friends funding or afterward
  - E. Potential funding sources available for any additional necessary support during the project period or afterward
3. A **one-page** budget and amount requested from Friends (up to 15% indirect costs must be included in budget)
4. Please include the applicant's last name as part of the file name when submitting your proposal.

A selection committee, consisting of Friends of Doernbecher (FOD) members and Department of Pediatrics faculty, will select finalists who will make brief presentations in May to the selection committee.

### **Important Dates**

1. Deadline for submission is **Friday, February 18, 2022 at 5:00 pm**
2. Application review by FOD and select Doernbecher faculty will take place in **May 2022**
3. Finalists will be invited to present to FOD and select Doernbecher faculty in **June 2022**
4. Approved applicants will be notified of award status by **Friday, June 10, 2022**
5. Grant period for spending of the FOD award will be **July 1, 2022 – June 30, 2023**
6. A 1-2 page final report on activities will be due **August 31, 2023**

## **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.

### **What is the average grant amount?**

Grants awarded by Friends of Doernbecher typically range from \$20,000 to \$75,000. However, the Friends of Doernbecher will only be considering proposals requesting up to **\$50,000** for this grant review cycle. Proposals requesting *only* salary support are historically viewed unfavorably.

### **Does every proposal need to have OPAM approval?**

No. If the grant is awarded, proposals will go into the system retroactively. All awarded projects must meet and comply with Department of Pediatrics, OPAM, and Institutional Review Board/IACUC policies and guidelines, if applicable.

### **Does my proposal need to have IRB approval?**

Please work with your pre-award analyst to determine if your project requires IRB/IACUC approval. Note: Projects do not require IRB/IACUC approval at the time of submission. However, funding for projects that require an IRB/IACUC protocol may be delayed pending approval. Regardless of delays, all funds must be expended by June 30, 2022.

### **Can I include letters of recommendation with my application?**

No. Please only submit the requested application documents: 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 that the grantee uses the 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 our patients.

### **Is it possible to re-budget?**

Prior written approval from the OHSU Foundation is needed for re-budgeting in excess of 25% of any line item. Requests for approval should be sent to the OHSU Foundation for review.

### **Are no-cost extensions allowed?**

Yes. A one-time, no-cost extension request can be made, not to exceed an additional 12 months. These requests must be submitted in writing to the OHSU Foundation at least 90 days before expiration of funding. No-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.) must also be included.

**When is the final report due?**

Final reports are due 60 days after the funding expiration date (August 31, 2023). A reminder to complete these reports will be sent by OHSU Foundation staff no later than mid-July. The report 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 80 former patients, patient families, friends and caring volunteers dedicated to providing long-term, ongoing support of OHSU Doernbecher Children's Hospital.

**Questions?**

Contact Julie Wojciechowski, Assistant Director of Development  
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