MSTS/MTF Research Grant

ADMINISTRATIVE POLICIES AND PROCEDURES

1. Category Objectives and Funding:
Musculoskeletal Tumor Society (MSTS) in partnership with Musculoskeletal Transplant Foundation (MTF) offers seed money for investigators conducting research in musculoskeletal oncology research related to transplantation of allografts, bone regeneration, and biologic reconstruction. Research may be basic science or clinical.

Funding up to $100,000 maximum over 1 to 2 years will be provided. No indirect costs will be reimbursed by MSTS or MTF. All proposals are peer reviewed. All manuscripts and proposals are held in confidence. Each proposal that is reviewed and evaluated will receive a summarized report about the strength or weakness of the project.


3. Eligibility:
i. Principal Investigator (PI) or Co-Principal Investigator (Co-PI) must be an orthopaedic surgeon.
ii. PhDs and DVMs are eligible to serve as PI but must have a primary academic appointment in an orthopaedic department and the Co-PI must be an orthopaedic surgeon.

4. Application Procedure:
Application forms must accompany the proposal. The total written proposal, including required forms, MUST NOT exceed 20 pages.
5. **Items Required:**
   - Completed *Request For Grants Application* Form
   - 1 Page *Abstract* with 5 key phrases or words underlined
   - Detailed Research Proposal. PI’s name at the top of each page is recommended
   - Institution IRB or IACUC Approval, if applicable
   - *Biographical Sketches* for all Project Personnel
   - Completed *Budget Form* and attached Budget Justification Sheet, if applicable
   - *Facilities and Research Disclosure Statement*

6. **Mailing Instructions:**
   Please email to: The Musculoskeletal Tumor Society
                  Email: info@msts.org

7. **Notification of Award:**
   The MSTS will notify each applicant by letter after the MSTS’s Executive Committee decision by February 2017, or earlier.

8. **Application Information:**
   Please be sure to use the *Application for Research Grant Form, Abstract, Budget Form, Biographical Sketches, and Facilities and Research Disclosure* forms provided in the MSTS/MTF application packet.

   Application forms accompanied by typed proposals must be completed and submitted no later than October 3, 2016 for February 2017 funding consideration.

   **Proposals must be typed in a font at least 12 cpi or 10 point in size, NO LESS.** Margins should be no less than 1/2 inch on left and right sides, 1 inch at the top and bottom of each page. Total submission including all required forms and written proposal must not exceed 20 pages.

   If original photographs are submitted, please be sure the proposal includes quality photocopies, if used in place of photographs, to support statements being made.

   All animals used in MSTS/MTF grant supported projects must be transported, cared for, treated and used in accordance with the NIH guidelines. Applications that involve the use of animals for research require an IACUC acknowledgment receipt or approval from the institution where the project will be performed. This should be a part of the proposal at the time of submission to MSTS. Applications involving animal research must include an AUP Certificate at the time of submission. Applications involving animal research that do not provide an AUP Certificate will **NOT** be considered for funding.

   Use of human subjects in any protocol must be justified. All clinical protocols using human subjects for research must be reviewed by the institutional IRB committee where the project will be administered. A copy of committee approval, or acknowledgement receipt should be submitted at the time of submitting the proposal.

9. **Funding Information:**
   Notification of a funded award and unsuccessful applicants will be made by letter by February 2017 or earlier.

   The period of funding is for up to two years starting February 2017.
   - First installment 50% for first half of the grant: February 1
   - Second installment 40% (August 1 for one year grant and February 1 for two year grant)
   - Final installment 10% after submission of final report
A detailed Financial Report showing use of all funds awarded is required as part of the Research Progress Report made to MSTS each year. Note that these two reports need to be received by MSTS prior to the release of the second year of funding, if applicable, and the final 10% of funding.

Two 6-month, no cost extensions of the grant may be requested in a formal manner at the end of the granted term. If the grant is not completed by the agreed completion date, the PI will lose the remaining 10% of the granted funds. Unusual circumstances will be considered.

10. Regarding Publications:
MSTS and MTF encourage the publication of all research findings by MSTS/MTF grant supported investigations. MSTS and MTF also encourage participation in all appropriate scientific meetings, forums, and research consortiums. An acknowledgement statement must be included as a front-page footnote of any publication supported by grant funds, or to be displayed prominently such as the base of any poster or visual presentation. The acknowledgment statement should include the following:

"Supported by a Grant from the Musculoskeletal Transplant Foundation".

No information regarding grant supported projects, their status or findings will be made known for any reason to any party outside of MSTS or MTF for any purpose prior to publication without the written consent of the Principal Investigator. However, the project title, principal investigator, and amount of award may be used in MTF promotional materials.

The MTF must be sent reprints of all papers and publications resulting from MTF support, including those that appear after funding has expired.

11. MTF Grant Intellectual Property Policy:
Each application is accompanied by the following commitment, under the signature of PI and the responsible head of his/her institution, as follows:

**LIMITED RIGHT-OF-FIRST OFFER; ALLOGRAFT SUPPLY**

In the event the investigator or his/her academic institution desires to commercialize any product or intellectual property resulting from work associated with the grant, then MTF shall have the following rights:

(a) **Notice.** Both the investigator and his/her academic institution shall deliver written notice to MTF of such intended commercialization (the “Commercialization Notice”). Following delivery of the Commercialization Notice, the investigator and his/her academic institution shall from time to time respond to reasonable requests for information made by MTF with respect to the product, intellectual property or commercialization.

(b) **Right-of-First Offer.** MTF may, within 30 days from the date of receipt of the Commercialization Notice, advise the investigator or his/her academic institution of its interest in commercializing such product or intellectual property. In the event MTF delivers advice to the investigator or his/her institution of its interest in commercializing such product or intellectual property, MTF and the investigator or his/her institution will thereafter endeavor to negotiate the identified relationship in good faith, and will use all reasonable efforts to agree upon terms, conditions and other provisions within 60 days of MTF’s advice as aforesaid. If no such agreement is reached within such period, neither the investigator nor his/her institution will be constrained in the commercialization of such product or intellectual property, except as set forth in Paragraph (c), and except that an agreement with any other party with respect to such commercialization will not be on terms less favorable to the investigator or his/her institution than those last proposed by MTF.
(c) **Allograft Supply.** With limiting the rights of MTF under Paragraph (b), the parties acknowledge and agree that MTF will in all events be the sole supplier of allograft materials to support the commercialization of any product or intellectual property covered by a Commercialization Notice, upon MTF’s customary terms and conditions attendant to such allograft supply. In the event of any Commercialization Notice, MTF and the investigator or his/her institution will thereafter document such supply arrangement in good faith as expeditiously as practicable after the Commercialization Notice. Notwithstanding any other provision in this Paragraph (c), MTF may at any time deliver notice to the investigator or his/her institution that it does not elect to supply allograft materials in connection with such commercialization, in which case MTF will not be obligated to supply allograft materials and neither the investigator nor his/her institution will be constrained in arranging for an alternative supply.

12. **Duplicated Research Support:**
   It is MTF’s policy that if a project is funded by more than one source during the course of MSTS/MTF’s grant, the PI must inform MSTS and MTF of that occurrence. The PI must then choose one of the funding sources. If MSTS/MTF is not selected, all granted monies must be returned to MSTS/MTF immediately.

13. **Reports:**
   The Principal Investigator is responsible for making the Progress Report due in January of each granted year, or the completed report at that time if work has been completed. *The final 10% of any grant award whose Principal Investigator does not submit both a Research Report and a Financial Report for the entire grant period will be withheld until both documents are on file at MSTS. The Principal Investigator is responsible for acquiring the financial report from the appropriate financial agent at his or her institution.* If the research is not completed by the end of the grant period, a six-month no cost extension may be obtained by written request. No-cost extensions are limited to two occurrences. All final reports are due no later than one year after the last funded grant year.

14. **Correspondence:**
   All routine inquiries regarding the grant process, administrative requests, etc., should be directed to [info@msts.org](mailto:info@msts.org).
APPLICATION INSTRUCTIONS

1. Completing the Application Forms for MSTS/MTF Research Grant:

The first form is the cover sheet of your proposal, and should be attached as page 1 of your grant application.

A. State the Total Amount Requested on appropriate line. This figure should salaries & wages (maximum 35%) for the project. In the appropriate space on the same line enter the date of the funding request. No indirect costs allowed.

B. The Period of Grant is February 2017 through January 2018 or 2019 (maximum time allowed is two years). Please enter in the space provided.

C. Within the box for Project Title, include the entire proposal title. All future correspondence will use this title when referring to this proposal.

D. Within the box for Principal Investigators, please complete the information as indicated. Signature implies that Principal Investigator will be responsible for administering the project upon grant approval both scientifically and financially during the entire grant period. The Principal Investigator will receive all correspondence regarding this proposal. All other investigators associated with this project should be listed in the appropriate spaces, and should sign the application as well. Their signatures imply that they are conversant with the MSTS/MTF grant process, and that they will take responsibility for their part in the project as stated in the proposal submitted. If contributing investigators are associated with different institutions, or departments within an individual institution, please be sure to include this information.

E. Within the box, Primary Investigator Contact, please provide the telephone and fax numbers as well as the email address for the Principal Investigator.

F. Within the box “INSTITUTION” please provide the complete mailing address for the Principal Investigator. Also, the responsible Head of Department or Institution must show endorsement of this proposal by providing a letter of support to be included in the grant application submission packet. In addition to this letter, (which should be included as the second page following the Application For Research Grant Form coversheet), their signature must also be included within this box.

G. Please list the name and title of the financial officer authorized to sign for institution grant funds within the Institution Financial Officer box. Information should include the exact mailing address and telephone number of this officer. The application must also be signed by the financial officer, or person indicated within this box. All checks for grants awarded by MSTS/MTF will be made payable to the institution c/o financial officer indicated here unless specifically instructed otherwise. Please use space provided if additional instructions regarding financial arrangements are necessary.
2. Include a Letter from the Head of the Department or Head of Institution
A letter to be included with the proposal should be written and signed by the responsible Head at your institution or Head of the department. The letter should state that the responsible Head has read and endorses the project, and that the applicant is in good standing within his department, division, or institution. This letter should be placed after page 1 and not numbered.

3. Instructions for Completing the Abstract Form (Page 2)
Using the Abstract form enclosed with the application, give a 1-page summary of the project proposed. The abstract should include: some background to introduce the subject; all important objectives or hypotheses to be researched; a brief description of the methods and materials to be used to achieve the objectives (the experimental design); and any pilot studies performed related to the project. Also, consider the relevance that this work has to allografts, science of transplantation and biologic reconstruction of musculoskeletal tissues. The abstract should reflect the proposal well enough to stand alone as you would see in a peer-reviewed journal. Include a statement explaining why the proposal aligns with the mission of MTF.

4. Research Proposal
Please include your written proposal as pages 3 through... (The PI’s name on the top of each page (top) is recommended) Keep in mind that entire proposal, including Application for Research Grant Form Coversheet, responsible Head's Letter, Abstract Form, Budget Form, (with additional budget justification sheet, if necessary), Biographical Sketches for each Investigator, and Facilities and Funding Support Disclosure Statement must not exceed 20 pages. The body of the proposal must include a background and significance section, preliminary work, materials and methods section, and references. Ability to perform the proposed techniques should be documented. Proposals stating a hypothesis to be tested, and clearly stating the relevance of the project to allograft science, musculoskeletal transplantation or biologic reconstruction of musculoskeletal tissues will be given preference. An explicit research plan, with methods for collection and analysis of all data to be evaluated should be clear and precise.

5. Include an IACUC or IRB Approval Form For All Projects Involving Human or Animal Subjects
This approval form from your institution should directly follow all written proposals that use human or animal subjects as part of the research to be performed. If formal approval is still pending for your project at submission of proposal, an acknowledgement receipt from the appropriate institution research office must be supplied. No proposal that is submitted without the appropriate committee approval can be funded.

6. Biographical Sketches Forms
To be included in grant application following the written proposal, (and IACUC or IRB form, if applicable). Please use the Biographical Sketches form enclosed in the packet. This form should be duplicated as many times as needed for each investigator associated with the project. DO NOT use more than one form for any one investigator, and DO NOT send additional curriculum vitae or publication lists. All pertinent information about investigators should be condensed to fit onto one form for each. This can be accomplished by listing only achievements that are relevant and supportive to the submitted proposal.

7. Budget Form
The budget form provided in the packet should follow the Biographical Sketches. Within the boxed Salaries and Wages section, please list ALL persons associated with the project. In the % of Time space next to each name listed, estimate the amount of time this person will devote to this project, as well as a brief description of their responsibilities. If no salary is being requested for any or all persons listed, enter a zero or slash, in the $ Requested column next to their names. As a guide to salaries, MSTBS/MTF recommends that the total salary requested be capped at 35% of the total budget.

In the boxed Salaries and Wages: If grant money will be used for salaries, please include under $ Requested from MSTBS/MTF, the total amount including fringe requested for each individual salary being requested. Please include the appropriate fringe benefit percentage for your institution in the % Fringe Benefits space for any salary requested.

In the Permanent Equipment box, please list all equipment that will be purchased with MSTBS/MTF grant funds. All items costing over $1,000.00 require a justification statement explaining relevance to completion of the project on a separate sheet, and to follow the budget page in your grant application. (It is to your advantage to explain all major requests which may not have obvious project relevance to the reviewers).
Consumable Supplies includes all items other than large equipment purchases that are required for completion of the project. Please do not include research animals and animal care expenses here. Supplies which are expendable should be itemized to include total volume or number estimated for project completion. Also to be included in this section are requests for monies for equipment service contracts, (if being requested), usage fees if project requires use of "core facility" or inter-departmental equipment such as biomechanical measuring devices, computers, etc.

In the Animals and Animal Care box, please be sure that your figures include ALL animal charges. Some specifics to be included are: number of animals required, purchase price per animal, care charge per diem, per week, or per month (as per individual facility statement), and miscellaneous charges associated with animal care such as shipping, disposal charges, inoculation charges, indirect costs, etc.

The All Other Expenses box must list any additional funding requests. Please itemize requests. Miscellaneous charges, such as transportation costs for necessary off-site travel, or publication fees should be included here. MSTS/MTF will not sponsor more than one person to attend more than one meeting per proposal unless integral to the project. All requests for Travel-to-Meeting funds should not include extraneous items such as "travel expenses".

Total Direct Costs line should equal the subtotals from all subtotals of boxes above. The last line, Total Grant Award Requested should not exceed the maximum amount of funding available in the grant category requested.

Please remember to attach a separate budget justification sheet, if necessary, to follow this form in your proposal submission.

8. Facilities and Research Support Disclosure Sheet
This sheet should be the last page of your grant application package. All information supplied will be kept confidential and is requested to determine likelihood of proposed project success.

Under Facilities, please describe all laboratories, hospital space, or institutional equipment provided where project will be administered. Be sure to include any information regarding animal care facilities if applicable.

Prior MSTS/MTF Funding Support:
Under Title of Project, please list title of any work previously supported by MSTS or MTF. All investigators previously funded by MSTS or MTF Grant Awards must include a progress report on the original project if not on file with the MSTS or MTF Research Office. (Applicable even if the current project is unrelated). If the current project is related, the degree of overlap must be stated.

Amount should reflect entire award amount.

Period of Support: dates of MTF Grant Awarded financial support only.

Previous Research Support (to Principal Investigator or Co-Investigator) Relevant to this project.

For both previous financial support, and ongoing support, separate lists should include all grants, awards, fellowships, and institutional support relevant to this project. Time period of all funding disclosures should include the past five years.

Source refers to funding institution.

Additional Support to Principal Investigator or Co-Investigator should list any additional sources of funding that are unrelated to this project granted within the last five years.

9. Regarding Publications
The MSTS and MTF encourage the publication of all research findings by MSTS/MTF grant supported investigators. MSTS/MTF also encourage participation in all appropriate scientific meetings, forums, and research consortiums.
An acknowledgement statement should be included as a front-page footnote of any publication supported by MSTS/MTF grant funds, or it should be displayed prominently upon the base of any poster or visual presentation. Please include the following statement:

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No information regarding grant supported projects, their status or findings will be made known for any reason to any party outside of the MSTS or MTF for any purpose prior to publication without the written consent of the Principal Investigator. However, the project title, principal investigator, and amount of award may be used in MTF promotional materials.

The Foundation must be sent reprints of all papers and publications resulting from MSTS/MTF support, including those that appear after funding has expired.