



Grant Application Cover Form

Date of Submission:				
Application is hereby made for a Research Grant from the Cerebral Palsy International Research Foundation, in the total amount of \$_____ (including 10% indirect costs on all budgetary items, except equipment). The amount requested is for a period of (check one): one year_____ or two years_____.				
Title of research for which the grant is sought:				
Name, Title and Signature of Principal Investigator:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Name:</td></tr> <tr><td style="padding: 2px;">Title:</td></tr> <tr><td style="padding: 2px;">Signature:</td></tr> </table>	Name:	Title:	Signature:
Name:				
Title:				
Signature:				
Official Mailing Address of Principle Investigator (Department, Street, City, State and Zip Code):				
Contact Numbers of Principal Investigator:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Phone:</td></tr> <tr><td style="padding: 2px;">Fax:</td></tr> </table>	Phone:	Fax:	
Phone:				
Fax:				
Official Name of Institution* and Mailing Address (Street, City, State and Zip Code):				
*If a grant is awarded, checks will be made payable and mailed semi-annually to the institution indicated. Once a grant is awarded, an annual progress report is required (see page 4 for additional information).				
Name, Title and Signature of Official Authorized to Sign for Institution:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Name:</td></tr> <tr><td style="padding: 2px;">Title:</td></tr> <tr><td style="padding: 2px;">Signature:</td></tr> </table>	Name:	Title:	Signature:
Name:				
Title:				
Signature:				
Name and Address of Financial Officer (Department, Street, City, State and Zip Code):				
Name, Title and Signature of Department Head:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Name:</td></tr> <tr><td style="padding: 2px;">Title:</td></tr> <tr><td style="padding: 2px;">Signature:</td></tr> </table>	Name:	Title:	Signature:
Name:				
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OUTLINE OF NARRATIVE

Outline	Page Requirements (Single-Spaced, Not to Exceed)
1. Technical abstract of the proposal, not to exceed 600 words.	1 page
2. Detailed description of proposed research:	6 pages
A. Scientific and clinical significance of the research; relevance to cerebral palsy. If from an institution outside of the U.S., the unusual opportunity the application provides.	
B. Specific hypothesis to be tested and research question(s) to be addressed. If a renewal request, explain need for additional support of the pilot study or clinical evaluation.	
C. Research design including research methodology and data analysis	
3. Pertinent (limited) bibliography	2 pages
4. Curriculum vitae (NIH biosketch format) of each investigator involved in the proposed research.	2 pages each
5. First year itemized budget and necessary justification. Up to 10% indirect costs can be included, with the exception of equipment. List for this or closely related research all present and pending sources and amounts of other funding, including any overlap of funding. If funding request is for two years, provide also an estimated budget for the second year. If the need for support beyond this grant will be required, describe plans for obtaining future support (e.g. NIH; CDC; NIDRR).	
6. If the research project includes investigations on human subjects, a copy of the approval by the institutional review board (IRB) should be submitted either with the application or will be required prior to the Award. If the research project involves laboratory animals, a copy should be attached of the Animal Welfare Assurances filed with the Office for Protection from Research Risks of the National Institutes of Health.	
7. A non-technical summary that may be used for public information and educational purposes.	1 page
8. No additional documents are permitted (e.g. no appendices or attachments)	

INSTRUCTION SHEET

1. Letters of Intent are due January 15, 2012. Grant proposals are due March 1, 2012.
2. All research grants are awarded on a competitive basis following review by the Foundation's Scientific Review Committee and then by the Board of Directors at its meeting in the fall. Grants are awarded for a period of one or two years; a renewal application beyond the second year may be considered for an additional one year period when justification is provided for the need for support beyond the first period.

Reviews are based on the following criteria. Each criterion is scored on a scale of 1 (highest) to 9 (lowest).

Significance. Does this study address an important problem in cerebral palsy? If the aims of the application are achieved, how will scientific knowledge or clinical practice in cerebral palsy be advanced? What will be the effect of these studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

Approach. Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well integrated, well reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?

Innovation. Is the project original and innovative? For example: Does the project challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?

Investigators. Are the investigators appropriately trained and well suited to carry out this work, even if they are junior? Is the work proposed appropriate to the experience level of the principal investigator and other researchers? Does the investigative team bring complementary and integrated expertise to the project (if applicable)?

Environment. Does the scientific environment in which the work will be done contribute to the probability of success? Do the proposed studies benefit from unique features of the scientific environment, or subject populations, or employ useful collaborative arrangements? Is there evidence of institutional support?

Overall Impact. Does this project have a good chance of leading to expanded funding for a more ambitious research project? Though in an early phase, could this project eventually be a “game changer” in the prevention or treatment of cerebral palsy?

Of those applications with the highest scientific merit, final funding decisions will be based on relevance to cerebral palsy and potential impact of the research, whether basic or applied, on persons with cerebral palsy.

3. **All Research Applications must be submitted electronically in a PDF File (with the required signatures on the application cover form) to Jacqueline Carmosino:**

(jcarminosino@cpirf.org). Files of pertinent reprints should also be included; these are intended for the use of principal reviewers.

4. Do not use other forms, such as those of the NIH or other funding agencies and foundations. Be sure to include the fully completed CPIRF cover form (administrative page) as the first page of the application.
5. Be complete, but as concise as possible in your narrative. Use single space. **Adhere to strict page limits. Do not include other materials or appendices.** Up to two letters of support may be included.
6. Number the pages of the application and include a table of contents which gives the page numbers of the contents of the application.
7. If the application is for a renewal of an active grant, a progress report of up to 2 pages is required as part of the application. Also, list pertinent publications resulting from the research. Include an explanation of why further Foundation support of a pilot study is required and plans for future support.
8. Applicants may request a total of up to \$50,000 a year for a maximum of two years. Travel costs are not allowed (except for subject travel reimbursement or for meetings of a project collaborating group); also publication costs are not allowed, except for forms or other printed materials required in the research design.
9. If more than one grant application is being submitted to CPIRF, each must be sent separately.
10. If the grant is awarded, scientific progress and financial accounting reports are required annually (see following page for additional information). If the grant is approved for a period longer than one year, the period of support beyond the first year is dependent upon satisfactory research performance and availability of funds.

Grant Award

Annual Progress Report – Guidelines

When a grant is awarded, scientific progress and financial accounting reports are required annually. Please include a detailed report of all information described below. In addition, list pertinent publications resulting from the research.

1. Project Number: _____

2. Project Title: _____

3. List Principal Investigator and all others receiving funding from this grant.

4. State the research design of the proposal and where on the originally proposed timeline the project currently lies.

5. Explain any deviation from the original timeline; any unexpected outcomes; any preliminary findings; any publications relevant to the project that have been generated by the PI and colleagues since funding initiated.

6. Provide a full accounting of the funds released to date.

Return all progress and financial accounting reports to:
Jacqueline M. Carmosino
Manager of Administration
Cerebral Palsy International Research Foundation
186 Princeton Hightstown Road; Building 4, 2nd Floor
Princeton Junction, NJ 08550