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## **Thank you for your interest in The Cardiac Kids Foundation of Florida (CKF).**

**The attached guidelines will provide you with a brief introduction to CKF policies; information needed to review your request and instructions for completing the application.**

### **Medical Research Request Information**

Thank you for your interest in The Cardiac Kids Foundation of Florida (CKF). The CKF supports clinical and basic science research in congenital heart disease, including, but not limited to the following areas: molecular genetics, biochemistry, pharmacology, devices and procedural research (cardiac characterization and surgery), and long-term care of adults with congenital birth defects.

### **Funding Cycle and Limitations**

CKF will issue one call for proposals in 2010. Deadline for applications is **September 1, 2010**. A final decision and the announcement of grants will be made in December 2010. CKF will acknowledge receipt of proposals within 30 days of the receipt by letter. Upon review, a letter will be sent by CKF regarding grant proposal status.

CKF funding will be limited to one year. No single project may receive more than \$5,000 in CKF funds during any calendar year. The recipient of any request from CKF must use the funds awarded for the specific purpose for which they were originally intended. CKF requires that a detailed accounting of all funds along with a follow-up progress report, be submitted no more than one year from the date of the award (see below). Any funds not used in the above manner specified must be returned to CKF. If funding for the same project is secured through another agency, funds must be returned to CKF upon receipt of funds from the other agency. Requests for CKF funding should be submitted prior to securing commercial investment or support.

### **General Information**

English is the only language to be used. Please type the entire application on the enclosed application form. The format should be single-spaced with font size 10 – 12 point. Observe page limitations as outlined in the "Specific Instructions." Use standard blue ink for all signatures, line drawings, diagrams or graphics, tables and charts. Computer-generated graphics or facsimiles may be submitted but these must be able to be photocopied.

The application form should include all items listed under "Specific Instructions." Once the application is complete, please submit in WORD format. Electronic copies of up to three of your most representative work should accompany the application.

If any part of the application is incomplete, if any of the documents requested are not included, or if page limitations, font, or format are not observed, the application will not be reviewed.

## **SPECIFIC INSTRUCTIONS**

### **Page one**

**Title of project:** Please observe the size limitation of the box and limit the title to a maximum of two lines.

**Name of principal investigator(PI):** Please give full name of the PI responsible for the scientific conduct of the study.

**Degree(s):** List up to the three highest degrees earned by the PI.

**Academic rank/title:** Please list the current academic rank or title of the PI.

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**SSN:** The social security number of the PI.

**Address:** Please list the address of the PI that is to be used for all correspondence, including the city, state, nation, and zip code.

**Telephone, fax and/or email:** Please supply the information that is to be used for all correspondence. This can be home or work numbers and addresses.

**Human subjects:** By checking the proper box, please indicate whether human subjects are to be used. If the answer is yes, please give the Institutional Review Board (IRB) approval date for the project.

**Animal subjects:** By checking the proper box, please indicate whether animal subjects are to be used in this project. If the answer is yes, please indicate the Institutional Animal Care and use committee (IACUC) approval date.

**Dates of proposed project:** Please indicate the proposed start and finish date for this project.

**Amount of funding requested:** Please indicate the funding requested for the first year of the project and the total funding required to complete the project.

**Name and address of administrative financial officer:** Please list the administrative financial officer responsible for overseeing grant monies for the applicants institution. The original signature of this official is required.

**Name and address of department chairman:** Please list the Department Chairperson for the applicant. If the PI is the department chairperson, type "same as PI." Chairperson's original signature is required.

**PI assurance:** PI must sign the assurance "oath" for honest scientific conduct.

### **Table of Contents**

Please fill out the table of contents as outlined on the page provided.

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### **Research Plan**

The research plan should be organized according to the following format: Specific Aims, Background and Significance, Preliminary Studies, Research Design and Methods.

(a) **Specific Aims:** List the broad and long-term objectives of the project. Describe concisely and realistically what the specific research described in the application is intended to accomplish and any hypotheses that are to be tested. One page is recommended.

(b) **Background and Significance:** Briefly sketch the background of the present proposal, critically evaluate the existing knowledge and specifically identify the gaps in the knowledge, which this project is intended to fill. State concisely the importance of the research described in the application by relating the specific aims to the broad long-term objectives. Relate the relevance of the research to the diagnostic and/or treatment of congenital heart disease. One to two pages are recommended.

(c) **Preliminary Studies:** For new applications, a report of the PI's preliminary studies related to the studies in this application are recommended. This should establish the experience and competence of the investigator to pursue the proposed project. For renewals, a project report should be submitted for this section (see below).

(d) **Research Design and Methods:** Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed and interpreted. Describe any new methodology and their possible advantages over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Provide a tentative timetable for the investigation. Any procedures, situations, or materials that may be hazardous to personnel and precautions that will be taken should be discussed. Include sufficient but concise information to facilitate an effective evaluation without having to review any previous application(s). Be specific and informative and avoid redundancies. **Reviewers often consider brevity and clarity in the presentation to be indicative of a focused approach to the research objective and the ability to achieve specific aims of the project.**

Although no specific page recommendation is made for this section, please be cognizant that **the maximum number of pages allowed for parts (a) through (d) is 10 pages**, including all tables and figures. Do not attach an appendix for tables and figures.

## **Human and Animal Subjects**

**Human Subjects:** The regulations for the protection of the human subject provide a systematic means, based on established, internationally recognized ethical principles, to safeguard the rights and welfare of individuals who participate as subjects in research activities. The regulations require that applicant organizations establish and maintain appropriate policies and procedures for the protection of human subjects.

Briefly describe the proposed involvement of human subjects in the work to be conducted, including the characteristics of the population, the anticipated number of participants, the age range, health status and rationale for the use or exclusion of any specific subpopulation. Indicate if specimens will be taken from individuals, or if specimens exist, indicate if records or dates will be used. Describe plans for the recruitment of subjects and the consent procedure to be followed. Please indicate if recruitment bias is likely and what steps are to be taken to limit the bias. State if the Institutional Review Board (IRB) has approved the project or authorized a modification or waiver of consent procedure. Discuss why the risks to the subject in relation to potential benefits are reasonable and acceptable.

**Animal Subjects:** Provide a detailed description of the proposed use of the animals, identifying species, sex, origin, age range and numbers of animals to be used. Justify the use of the animals including the choice of species and numbers to be used. Provide information on the veterinary care of the animals and the facilities available. Describe the procedures to be used to ensure that discomfort, distress, pain and injury will be minimized. Describe the use of analgesia and anesthesia to be used and the method of euthanasia to be used.

## **Detailed Budget for the Project**

Use the budget form enclosed to detail the costs of the project and the requested funding. Please note that only direct costs will be considered for funding. A list of the non-allowable costs is detailed below. If the project is to proceed through multiple years, please fill out a budget form for each year of anticipated funding, noting the year (i.e. 1,2,3...) in the upper left box.

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**Non-allowable costs:** Outlined below is a list of non-allowable costs. This list is not exhaustive. If you have a question about an allowable cost, please consult the CKF office before submission.

Alteration or renovation of lab or office space

Audiovisual materials

Audit costs

Communications

Conference grant costs

Consultant services – may be allowable under certain circumstances; please consult CKF office

Entertainment costs

Fringe benefits

Fund raising

Indirect costs

Insurance

New construction

Principal Investigator or consultant salary

Publications – may be allowable if work to be published is supported by the CKF grant and if the charges are levied impartially on all papers published by the journal. The cost for reprints without covers is allowable; if the journal only provides reprints with covers, the additional costs may be allowable.

Travel expenses

Taxes

Tuition or trainee salary or costs

Technician salary is generally allowable if the justification is provided that the project could not be processed without this employee's help and expertise. The principal investigator must directly employ the technician; consultant technician salary will not be allowed.

**Biographical Sketch**

Please complete biographical sketch for principal investigator and collaborators, including education, training, honors and awards, and past and pending funding. Any overlap with present or future funding with the CKF grant proposal should be detailed. List up to 10 representative publications. The publications should reflect either the most recent publications or the publications that reflect the investigator's prior experience in the field.

**IRS 501 (c) (3) Form**

Please have the financial officer at your institution submit a copy of the 501 (c) (3) form or letter outlining the tax-exempt status of the institution. Only one copy needs to be submitted with the original application.

**Lay Summary**

Please provide a one-page summary written in non-technical, lay terms. This should outline the aims of the project, give a brief statement of methods to be used, what new information is to be gained by the research, the significance of the research and how it is related to the diagnosis or treatment of congenital heart disease.

**Do not attach an appendix to the grant application. Any materials contained in an appendix will not be considered as part of the application.**

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**Funding Follow-up Request**

CKF requires a 1-2 page progress report and detailed accounting of all monies used at the end of the funding year which summarizes the research accomplished based on stated specific aims. Abstracts or publications resulting from this funding should be attached. Please indicate the support of CKF in publications by including a statement such as "Supported (in part) by a grant from The Cardiac Kids Foundation of Florida."

**FOR ADDITIONAL INFORMATION**

If you have any questions regarding your application, please call, email or fax Marlee Huggins, Executive Director at the following address:

The Cardiac Kids Foundation of Florida  
3874 Tampa Rd  
Oldsmar, Fl. 34677  
Tel.: 813-925-8253  
Fax: 813-855-9334  
Email: [Marlee@CardiacKidsFl.com](mailto:Marlee@CardiacKidsFl.com)