

## **The Desmoid Tumor Research Foundation, Inc.**

### **2009 REQUEST FOR PROPOSAL**

#### **Mission**

The Desmoid Tumor Research Foundation, Inc. (“DTRF”) seeks to advance the science related to desmoid tumors by:

- Funding research related to the diagnosis and treatment of desmoid tumors;
- Facilitating and enhancing the dialogue among members of the medical and scientific communities about research related to desmoid tumors;
- Providing informational support for desmoid tumor patients and their families and friends, and heightening awareness of desmoid tumor diagnosis and treatment.

The purpose of this Request for Proposal is to fund research that will advance the current scientific knowledge about desmoid tumors, resulting in the development of new treatment options and bringing us closer to our ultimate goal -- a cure. Information about DTRF can be found at [www.dtrf.org](http://www.dtrf.org).

#### **Approach**

The Desmoid Tumor Research Foundation is the only foundation dedicated to facilitating and funding research for a cure for desmoid tumors. We fund research that uses cutting-edge science and creative clinical applications, in addition to novel approaches addressing potential leads based on prior research. Researchers must be willing to collaborate with other scientists and institutions with similar interests. Research proposals with additional sources of funding support are particularly desirable.

#### **Grant Amounts**

- Grants are awarded in amounts of \$20,000-\$100,000 per year.
- Funds may only be used for personnel, supplies, equipment, and/or services.
- Use of funds for institutional overhead costs is strictly prohibited.
- Use of funds for indirect costs is strictly prohibited.
- Use of funds for project costs that are funded by other sources is strictly prohibited.
- Funding duration is a minimum of 1 year.

**Eligibility for grant:** MD, PhD, or equivalent degree, and sponsorship by an Exempt Organization as defined by Section 501(c)(3) of the Internal Revenue Code (the “Sponsoring Institution”).

#### **Deadlines and Announcement:**

Please email us now at [cdlitchman@optonline.net](mailto:cdlitchman@optonline.net), simply stating your intention to submit a letter of intent, then follow the deadlines below:

- **Submission deadline for Letters of Intent:** Oct. 15, 2009.
- **Submission deadline for Applications:** Dec. 1, 2009.
- **Announcement of Awards:** Early 2010.

Interested researchers must submit a Letter of Intent to DTRF by Oct. 15, 2009. Selected applicants will be invited to submit an Application, which must be received by Dec. 1, 2009. Grant awards, to be given in the absolute discretion of DTRF, will be announced in early 2010.

Please be aware that if you are unable to make the above deadlines, DTRF will be issuing the next RFP in the summer/fall of 2010. If you would like to be notified of our RFP postings, please register with us at [http://dtrf.org/dtrf\\_register.htm](http://dtrf.org/dtrf_register.htm)

## **LETTER OF INTENT REQUIREMENTS**

### **Length, format and submission of Letter of Intent:**

4-page limit. Short single-spaced paragraphs, double spaced between paragraphs. 12-point Times New Roman font, in English. Signed as required.

Submitted in TWO formats as follows: (1) Converted to a single PDF file and also (2) as a Word document. Email both document formats to Charisse Litchman, MD, [cdlitchman@optonline.net](mailto:cdlitchman@optonline.net) no later than Oct. 15, 2009. DTRF will confirm receipt by email.

### **Contents of Letter of Intent**

Please format your Letter of Intent to answer each question below in separate paragraphs. Paragraphs should be single-spaced, with double spaces in between. Each answer must start with (1) the question number and (2) the ENTIRE TEXT of the question as a bold/underlined heading, exactly as you see below.

- 1) **Title of Project and Sponsoring Institution**
- 2) **Principal Investigator information** including: name, title, address, telephone, fax and email.
- 3) **Funding amount requested and time period over which funds will be spent.** If more than one discrete project is proposed, specify funding requirements for each project separately.
- 4) **Abstract** (scientific version).
- 5) **Abstract** (lay version).
- 6) **Background and significance of project.** Include a description of how the project:

A- will be unique and differ from prior desmoid tumor research in the proposed subject area,

B- will address potential leads from prior desmoid tumor research.

7) **Specific objectives and scope of project.**

8) **Performance metrics** to track progress.

9) **Timing projection:** date project would begin, and time to completion.

10) **Individual at Sponsoring Institution who will have supervisory capacity over research:** name, title, address, telephone, fax and email.

11) **List of all personnel and collaborators** involved in the project and their roles. Include their name, title, address, telephone, fax and email.

## **APPLICATION REQUIREMENTS**

Applications are to be submitted by invitation upon DTRF's approval of the Letter of Intent.

### **Length, format and submission of Application**

Body 12-page limit, Appendix (optional) 5-page limit, including text, tables, charts, reprints, and/or letters of collaboration (resumes do not count in this page limit).

Short single-spaced paragraphs, double spaced between paragraphs. 12-point Times New Roman font, in English. Signed by the Principal Investigator and all individuals required to authorize submission of a research grant application on behalf of the Sponsoring Institution.

Submitted in TWO formats as follows: (1) Converted to a single PDF file and also (2) as a Word document. Email both document formats to Charisse Litchman, MD, [cdlitchman@optonline.net](mailto:cdlitchman@optonline.net) no later than December 1, 2009. DTRF will confirm receipt by email.

### **Contents of Application**

Please format your Application to answer each question below in separate paragraphs. Paragraphs should be short, single-spaced, and with double spaces in between. Each answer must start with (1) the question number and (2) the ENTIRE TEXT of the question as a bold/underlined heading, exactly as you see below.

NOTE THAT PARAGRAPHS (1) through (11) ARE THE SAME as questions (1)-(11) in your Letter of Intent. Cut and paste them in here exactly as they appeared in your Letter of Intent.

12) **Preliminary data.**

13) **Experimental plan.**

14) **Detailed budget** including:

**A- Total funds needed for each discrete project** proposed. Each project must be budgeted separately and in detail.

**B- Description of other sources of support and amounts**, including funds that may be contributed by the Sponsoring Institution.

**C- Detailed funding schedule** setting out how much money will be needed when.

15) **Description of the Sponsoring Institution's desmoid tissue resources** including:

A- Number of (1) frozen desmoid tissues and (2) paraffin-preserved desmoid tissues available.

B- Additional number of either type of tissue needed for a comprehensive research project, and plans for obtaining such tissues.

C- Number and ages of existing desmoid tumor cell lines.

16) **Plan for sharing research resources** with other scientists/institutions.

17) **Plan for sharing research data** with other scientists/institutions.

18) **Describe your individual and institutional longer-term commitment to desmoid tumor research, and how this project would fit into that plan.**

19) **Attach resumes** for all personnel and collaborators involved in the project (these do not count in page limits).

20) **List all individuals at the Sponsoring Institution who must review and approve research contracts.** Please specify each individual who must give his/her approval in order of levels of review: names, titles, addresses, telephone, fax and email. Include a brief description of the Sponsoring Institution's procedures and requirements for entering into a grant agreement.

21) **Individual at Sponsoring Institution who has the authority to sign a Grant Agreement and bind the Sponsoring Institution:** name, title, address, telephone, fax and email. Include a statement that said individual has been sent a copy of this Application.

## Submission of Application

1) **Principal Investigator must sign** and date the Application under the following statement:

“I certify that the statements herein are true, complete, and accurate to the best of my knowledge.”

2) **Department Chairperson or individual with supervisory capacity** at the applicant’s Sponsoring Institution must sign and date the Application under the following statement:

“I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am authorized to sign and submit this application on behalf of [Insert name of Sponsoring Institution] My signature is the only signature required by the Sponsoring Institution in order to submit a grant application on its behalf.”

3) All DTRF grant awards will be subject to terms of the Grant Agreement mutually entered into by the parties.

4) **Convert the Application both to (1) single PDF file and (2) a Word document**, and e-mail both formats to Charisse Litchman, MD, [cdlitchman@optonline.net](mailto:cdlitchman@optonline.net), no later than December 1, 2009. The Desmoid Tumor Research Foundation will confirm receipt by email.

**Thank you for your interest in desmoid tumor research!**

For more information or questions, please email Charisse Litchman, M.D., Chair of DTRF’s Scientific Advisory Board: [cdlitchman@optonline.net](mailto:cdlitchman@optonline.net)