



THE DESMOID TUMOR
RESEARCH FOUNDATION

2023 DTRF REQUEST FOR PROPOSALS EARLY-CAREER INVESTIGATOR APPLICATION GUIDELINES

LOI DUE: MARCH 14, 2023 BY 11:59PM ET

APPLICATION DUE: APRIL 25, 2023 BY 11:59PM ET



TABLE OF CONTENTS

<i>DTRF Mission</i>	3
<i>DTRF Early-career Investigator Program Purpose</i>	3
<i>Important Grant Information and Key Dates</i>	3
<i>Applicant Eligibility</i>	3
<i>Grant Budget and Restrictions</i>	4
<i>Resource and Data Sharing</i>	4
<i>Collaboration</i>	4
<i>Grant Reporting and Other Requirements</i>	4
<i>Letter of Intent (LOI) Instructions</i>	5
LOI Elements	5
LOI Submission and Notification	5
<i>Application Instructions</i>	5
Format Instructions	6
Application Section Descriptions.....	6
Application Submission	8
<i>Contact</i>	8

DTRF MISSION

The Desmoid Tumor Research Foundation (DTRF) is the only foundation in the country 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. Information about DTRF can be found at www.dtrf.org.

DTRF EARLY-CAREER INVESTIGATOR PROGRAM PURPOSE

DTRF funds research that will advance current scientific knowledge about desmoid tumors, moving toward the development of new treatment options and bringing us closer to our ultimate goal of a cure. Specifically, this RFP seeks applications from early-career investigators (e.g. Postdoctoral/Clinical Fellows, Instructors, Assistant Professors). Applicants are required to apply with the support of a mentor with an established track record of successful research. This funding mechanism is intended to support and help establish early-career researchers in desmoid tumor-focused research. Further, this grant program is designed to help researchers gather preliminary data to enable them to apply for funding to support a more fully developed line of research in the future.

IMPORTANT GRANT INFORMATION AND KEY DATES

Grant Amount	Up to \$30,000 USD per year
Letter of Intent Due	By March 14, 2023 by 11:59PM ET
LOI Notification	By March 24, 2023
Application Deadline	April 25, 2023 by 11:59PM ET
Award Notification	By July 31, 2023 (subject to change)
Projected Start Date	September 1, 2023 (subject to change).
Grant Term	1 to 3 years
Additional Information	This grant is intended for early-career investigators (defined below). Extensive preliminary data is not required. Faculty at the rank of Associate Professor and higher should use the General RFP application.

APPLICANT ELIGIBILITY

Applicants must have an MD, PhD, MD/PhD or equivalent degree, academic rank of Postdoctoral/Clinical Fellow, Instructor or Assistant Professor, and sponsorship by an Exempt Organization as defined by Section 501(c)(3) of the Internal Revenue Code (the “Sponsoring Institution”) or the equivalent in a foreign jurisdiction. A minimum of 75% of the applicant’s time during the early-career Investigator period must be allocated as protected time for all research activities.



GRANT BUDGET AND RESTRICTIONS

- Grants are awarded in direct costs of up to \$30,000 USD per year.
- Funding duration is a minimum of one year with a maximum of three years.
- Funds may only be used for personnel, supplies, equipment, and/or services.
- DTRF adheres to the NIH salary cap for principal investigator(s) and personnel.
- Use of funds for institutional overhead/indirect costs is not allowed.
- Use of funds for project costs that are funded by other sources is not allowed.

RESOURCE AND DATA SHARING

Sharing scientific resources such as materials, protocols, and data accelerates biomedical research discovery, in part, by enabling validation of research results, providing accessibility to resources and datasets, and promoting reuse for future research studies. DTRF strongly believes that open sharing of resources will advance the understanding of desmoid tumors and lead to a cure faster.

Applicants are required to submit a resource sharing plan as part of their application. Reviewers will evaluate the specificity and openness of proposed sharing efforts. Plans to share data only “on request” or only as publications are not acceptable.

Grantees must agree to share datasets and research results through the DTRF Coordinating Center (“DTRFCC”), working with the DTRF Research Director. A data accessibility statement that states where the data are available and how they can be accessed (e.g. link to dataset) must be included in all publications and presentations. Data can be embargoed according to the terms of the DTRF Grant Agreement. If more information is needed about the requirements of sharing data through the DTRFCC, please contact us at grants@dtrf.org.

COLLABORATION

DTRF values collaborations and as such researchers should be willing to collaborate with other scientists and institutions with similar interests. Applications with multi-disciplinary, multi-institutional collaborations will be favored.

DTRF also recognizes that as a small foundation we may be unable to completely support larger-scale research projects. Research proposals with additional sources of funding support are encouraged to apply, as long as the sources of funding are clarified in the application.

GRANT REPORTING AND OTHER REQUIREMENTS

- Annual progress report detailing progress-to-date including an expenditure report. Each year of subsequent funding is contingent upon satisfactory progress and appropriate budget expenditures.



- Final narrative report at the conclusion of the project detailing study findings and an expenditure report.
 - Publications, presentations and posters featuring results of the experiments funded by this grant mechanism should acknowledge “Supported by a research grant from The Desmoid Tumor Research Foundation, Inc.”.
 - Grantees must present the results of their research at the annual September International DTRF Desmoid Tumor Research Workshop during each year of their grant and make best efforts to attend the Workshop thereafter.
 - Grantees agree to participate as reviewers in a future DTRF grant review cycle
-

LETTER OF INTENT (LOI) INSTRUCTIONS

Letters of intent are required for two reasons: 1.) DTRF staff will ensure that the proposed research is within the scope of this RFP and 2.) It will allow DTRF to constitute the appropriate scientific review committee in anticipation of the full applications.

LOI ELEMENTS

1. PI Name
2. Sponsoring Institution Name
3. Title of Project
4. Type of Award (e.g. Early-career)
5. Type of Project (e.g. basic, translational, clinical)
6. Funding Amount Requested
7. Length of Proposed Project (1-3 years)
8. Lay abstract of proposed project (250 words)

LOI SUBMISSION AND NOTIFICATION

- To submit, simply send an email including the LOI Elements 1-8 listed above to grants@dtrf.org by March 14, 2023 by 11:59PM ET.
 - DTRF will acknowledge all received LOIs via email.
 - DTRF will notify applicants of their LOI decision by March 24, 2023.
-

APPLICATION INSTRUCTIONS

All sections described below should be combined into **one PDF** and emailed to grants@dtrf.org **no later than April 25, 2023 by 11:59PM ET.**



FORMAT INSTRUCTIONS

- **PAGE HEADER:** All pages of the application should be numbered; the name of the principal investigator should appear in the upper right-hand corner of each page.
 - **FORMAT:** Follow NIH format guidelines: Arial, Helvetica, Palatino Linotype, or Georgia fonts with a font size of 11 points or larger with a minimum of ½ inch margins. Paragraphs should be single-spaced, with double spaces between paragraphs. Section headers should be in bold text and should match the bolded section headers listed below in “Section Descriptions”.
 - **ORDER & LENGTH:** The order of the application should be followed. The total application should be no more than **15 pages** (citations and NIH biosketches do not count toward the page limit).
 - **LANGUAGE:** All applications must be written in the English language.
-

APPLICATION SECTION DESCRIPTIONS

1. **Cover Page:** Download and complete the [Cover Page Template](#).
2. **Scientific Abstract**
3. **Lay Abstract**
4. **Background and significance:** 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
 - c. Preliminary data: Provide any data from preliminary or related studies from the literature or done by the investigator or collaborators that establishes the scientific validity of the proposed project and its feasibility. Note: extensive preliminary data is not expected for this award.
5. **Research Plan**
 - a. **Specific Aims:** Describe what the specific research proposed in this application is intended to accomplish in clear and precise language.
 - b. **Detailed Methodology:** Provide the details of the experiments you plan to conduct to achieve the Specific Aims, listing each experiment under the heading of a given Specific Aim. Include sufficient detail of exactly what you propose to do and how you propose to do it. It is not necessary to include detailed methodological descriptions of exactly how you would perform each assay. For each Specific Aim, include a discussion of the feasibility of the proposed experiments (e.g., justification of sample size, how you will recruit sufficient patients, how you will obtain necessary samples, approximate timelines, etc.). At the end of each section include a discussion of how the data will be analyzed statistically. Include anticipated problems and plans to address these issues.
6. **Requirements for Clinical Studies.** Any proposals that include clinical studies must include the following:



- a. Documentation of IND submission or plan to submit IND if the study will include sites in the US, or other evidence of regional regulatory approval or plan to obtain regional regulatory approval if study will include sites outside the US
 - b. Discussion of subject safety and what measures will be included to protect human subjects and monitor the study for safety
 - c. Realistic projection of ability to recruit sufficient number of patients to the study based on statistics of patients seen over defined periods of time in the sponsoring institution and/or collaborating institutions, or other factors.
7. **Performance metrics to track progress:** Metrics should be quantifiable (when appropriate) and specific. Include a timeline.
8. **Resource Sharing Plan:** Use the [Resource Sharing Form](#) to describe the outputs from the proposed project and how they will be shared.
9. **Budget and Justification:**
- a. **Budget Template:** Complete the [DTRF budget template](#).
 - b. **Budget Justification:** Describe all proposed spending on:
 - i. Personnel costs including salaries and benefits
 - ii. Equipment and supplies. If the budget includes spending on equipment, the item should include a justification for the piece of equipment in the context of the proposed studies
 - iii. Clinical costs
 - iv. All other expenses
 - c. **Other Support:** Describe other sources of support and amounts, including funds that may be contributed by the Sponsoring Institution.
10. **Literature Cited:** Use Vancouver or NIH style (numbered citations within text) format.
11. **Description of the Sponsoring Institution's Desmoid Tumor Tissue Resources, if applicable:**
- 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.
12. **Career Development Plan:** Describe in detail the plan for career development including strategies for mentorship, continued education and future research/funding. Describe your longer-term commitment to desmoid tumor research and how this award/project fits into that plan.
13. **Mentor Letter of Support:** This letter should confirm support and resources available to the applicant.
14. **Key Personnel and Collaborators:** List the key personnel and collaborators involved in the project and their roles/areas of collaboration. Include their name, title, institution, and email.
15. **NIH Biographical Sketches (no limit):** Use the NIH five-page biographical sketch format for the principal investigator and all key personnel/collaborators.



16. Appendix (5-page limit): A brief appendix is allowed if essential to the understanding of the application. This may include text, tables, charts, reprints, and/or letters of collaboration.

APPLICATION SUBMISSION

The grant application and all accompanying documents must be submitted by email as a **SINGLE PDF** to grants@dtrf.org no later than April 25, 2023 at 11:59 PM ET. In the body of the email, please include:

1. PI Name
2. Sponsoring Institution Name
3. Title of Project
4. Type of Award (e.g. Early-career)
5. Type of Project (e.g. basic, translational, clinical)
6. Funding Amount Requested
7. Length of Proposed Project (1-3 years)

We will confirm receipt by email. Please note that, if awarded, all DTRF grant awards are subject to terms of the Grant Agreement mutually entered into by the parties.

CONTACT

If you have any questions, please don't hesitate to contact us at grants@dtrf.org. If you would like to be notified of future RFP postings and other desmoid tumor research-focused updates, register for the DTRF physician/researcher newsletter at <https://dtrf.org/physician-newsletter-signup/>.