



2007 Request for Proposal

Mission

- The mission of the Caring for Carcinoid Foundation (CFCF) is to discover a cure for carcinoid tumors.

Approach

- CFCF is the leading nonprofit funder of carcinoid and related neuroendocrine tumors (NET) research. CFCF believes in making rapid advances in the battle against these cancers. Therefore, CFCF's approach is to award research grants to scientists whose work will unlock the genetic causes of carcinoid/NET and lead to new, genetically targeted therapies.
- Specifically, CFCF funds research that:
 - Builds on novel ideas
 - Applies cutting-edge technology
 - Leverages insights from related cancers, such as pancreatic endocrine cancer
 - Fosters collaboration between scientists and institutions
 - Demonstrates the potential to expand in scope and attract additional support, particularly from the NIH

Purpose

- The purpose of this Request for Proposal is to fund scientists who will accelerate CFCF's search for a carcinoid cure. CFCF is particularly eager to attract investigators who have not previously studied carcinoid tumors but have powerful experimental tools to address CFCF's priorities. Applications will be entertained from aspiring new investigators who are toward the end of a successful post-doctoral fellowship or in the first term of a new faculty appointment.
- Applicants must demonstrate how their proposed research will align with CFCF's Research Road Map and 2007 Research Action Plan, specifically:
 - tissue microarrays for carcinoid/NET
 - large-scale genome studies of carcinoid/NET
 - elucidation of signaling pathways that regulate the cell of origin for carcinoid/NET
 - discovery of new molecular markers for carcinoid/NET
- Applicants must also demonstrate how they will use performance metrics to track their rapid progress in contributing to a carcinoid cure.

Funding Amount

- \$50,000 - \$150,000 per year
- Funds may only be used for personnel salaries, 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

- Minimum 2 years
- Funding starts on December 1, 2007

Eligibility

- MD, PhD, or equivalent degree
- Sponsorship by a nonprofit institution, as defined by Section 501(c)(3) of the U.S. Internal Revenue Tax Code

Deadlines

- Letter of Intent: August 1, 2007
 - Must be received by 5pm Eastern Standard Time based on CFCF's e-mail timestamp
- Application: October 19, 2007
 - Must be received by 5pm Eastern Standard Time based on CFCF's e-mail timestamp

Peer Review Committee

- The Peer Review Committee comprises members of CFCF's Board of Scientific Advisors plus additional outside experts, as needed.
- All names of the Peer Review Committee members are disclosed to applicants.
- Members of the Peer Review Committee must recuse themselves from serving on the Peer Review Committee if they submit an Application.
- Members of the Peer Review Committee must recuse themselves from evaluating an application if there may be a conflict of interest.
- Applicants may request that a member of the Peer Review Committee not review their Application if there is a perceived conflict of interest.

Selection Process

- First, CFCF's Peer Review Committee and Board of Directors will review all Letters of Intent and invite selected applicants to submit an Application.

- Second, CFCF's Peer Review Committee will evaluate all Applications against five criteria, in accordance with NIH guidelines:
 - Significance
 - Approach
 - Innovation
 - Investigators
 - Environment
- Third, CFCF's Board of Directors, acting in its sole discretion, will select the research grant recipients based on the recommendations of the Peer Review Committee, funds available, and its duty to achieve CFCF's mission.

LETTER OF INTENT

Length

- 2 page limit
 - Single-spaced
 - 12-point Times New Roman font

Contents

- Principal Investigator name
- Principal Investigator title
- Principal Investigator contact information
 - Address
 - Telephone
 - Fax
 - E-mail
- Sponsoring Institution name
- Sponsoring Institution contact information
 - Address
 - Telephone
 - Fax
 - E-mail
- Description of project
 - Title
 - Objectives
 - Abstract (scientific version)
 - Abstract (lay version)
 - Alignment with CFCF Research Road Map
 - Alignment with CFCF 2007 Research Action Plan
 - Performance metrics to track rapid progress
 - List and roles of all involved personnel and collaborators
 - Funding requested
 - Duration requested

Rules

- Letter of Intent must be written in English.
- Letter of Intent received after the deadline will be declined.
- Letter of Intent that exceeds the 2 page limit will be declined.
- Letter of Intent that is incomplete will be declined.
- Letter of Intent cannot be changed after submission.

Submission

- Prepare and sign the Letter of Intent.
- Convert the Letter of Intent to a single PDF file.
- Attach the PDF file and e-mail to: research@caringforcarcinoid.org

Confirmation

- CFCF will e-mail the applicant to confirm receipt of the Letter of Intent within five business days.

Confidentiality

- CFCF will disclose the Letter of Intent only to individuals who are directly involved in the process to award research grants.

APPLICATION

Length

- Body: 10 page limit
 - Single-spaced
 - 12-point Times New Roman font
- Appendix: No page limit
 - Required: Biosketch (NIH format) of the Principal Investigator and key collaborators
 - Required: List of all sources of funding (current and pending) for the Principal Investigator, including the specific aims associated with each source
 - Optional: Text, tables, charts, reprints, and/or letters of collaboration

Body

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- Principal Investigator title
- Principal Investigator contact information
 - Address
 - Telephone
 - Fax
 - E-mail
- Sponsoring Institution name
- Sponsoring Institution contact information
 - Address
 - Telephone
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- Description of project
 - Title
 - Objectives
 - Abstract (scientific version)
 - Abstract (lay version)
 - Alignment with CFCF Research Road Map
 - Alignment with CFCF 2007 Research Action Plan
 - Performance metrics to track rapid progress
 - List and roles of all involved personnel and collaborators
 - Funding requested
 - Duration requested
- Detailed research proposal (NIH format)
 - Specific aims
 - Background and significance
 - Preliminary data
 - Experimental plan
- Detailed budget, including other sources of support
- Plan for sharing research data with other scientists/institutions
- Plan for sharing research resources with other scientists/institutions

Rules

- Application must be written in English.
- Application received after the deadline will be declined.
- Application that exceeds the Body 10 page limit will be declined.
- Application that is incomplete will be declined.
- Application cannot be changed after submission.

Submission

- Prepare the Application.
- Sign and date the following statement on a separate page (does not count toward the Body 10 page limit):
 - "I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, and/or administrative penalties. I have read and agree to be bound by the Caring for Carcinoid Foundation's Research Grant Policies and Procedures."
- Department Chairperson (or equivalent) of the applicant's Sponsoring Institution must sign and date the following statement on a separate page (does not count toward the Body 10 page limit):
 - "I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, and/or administrative penalties. [Insert name of Sponsoring Institution] has read and agrees to be bound by the Caring for Carcinoid Foundation's Research Grant Policies and Procedures."
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