

The Research Fund

Post-Polio Health International
including International Ventilator Users Network

Request for Proposals Guidelines

March 2015

Deadline: October 1, 2015



POST-POLIO HEALTH INTERNATIONAL
INCLUDING INTERNATIONAL VENTILATOR USERS NETWORK



An affiliate of Post-Polio Health International (PHI)

The Research Fund

The Research Fund, established in 1995, was initiated by a generous bequest from polio survivor and ventilator user Thomas Wallace Rogers. Governed by the Board of Directors of Post-Polio Health International, The Research Fund supports the work of researchers investigating the late effects of poliomyelitis and/or neuromuscular respiratory disease.

The maximum amount given in a calendar year is \$50,000. Requests for \$100,000 over a period of two years will be considered.

The Research Fund Guidelines

The application form contains 4 sections.

Section 1 - Applicant Information (Download)

Section 2 - Project Summary

Section 3 - Detailed Proposal

Section 4 - Proposed Budget

What types of proposals are PHI/IVUN looking for?

The Research Fund offers two grants, which are described below.

- The Thomas Wallace Rogers Memorial Respiratory Research Grant to study the management of *neuromuscular* respiratory insufficiency or to explore historical, social, psychological and independent living aspects of long-term *home* mechanical ventilation
- The Post-Poliomyelitis Research Grant to study the cause(s), treatment and management of the late effects of polio or to explore historical, social, psychological and independent living aspects of living with polio.

What are the criteria for applying?

Criteria for Applicants

- The research must have the potential to improve the lives of polio survivors or users of home mechanical ventilation. It may be quantitative or qualitative and must follow accepted research methodology.

- Preference will be given to innovative or original research, which leads to new interventions, products, methods or applications.
- Applicants must be affiliated with an institution or organization. Citizens of all countries may apply. Applications must be submitted in English.
- All requested information must be included. Incomplete or late applications will be disqualified.

What information is required in each section?

Section 1 - Applicant Information – The form, which should be downloaded for completion, requests the following:

- A. Project title
- B. Principal investigator contact information
- C. Principal institutional officer contact information
- D. Amount requested
- E. Duration of study

After completion, save as **Applicant Information** in one PDF.

Section 2 - Project Summary (Maximum 2 pages) - The summary provides an overview of the research project that is being proposed. Concisely summarize *each* of the following in one to three paragraphs.

- A. Introduction and background information
- B. Research questions and objectives
- C. Methodology
- D. Expected outcomes and benefits to polio survivors or users of home mechanical ventilation, i.e., to people with disabilities.

Section 3 - Detailed Proposal – (Maximum 12 pages) – Expand on the Project Summary from Section 2, detailing all aspects of the proposed research, *including timeline and appendices and dissemination/technology transfer plans.*

Be sure to include:

A. Introduction and background information

What is the project? Why is the research important? Why is it important to PHI's constituents? After a literature search, summarize the current knowledge and explain what your research will add? How is it different?

B. Research questions and objectives

What are the research questions? Are they consistent with the budget proposed? Are they appropriate for the time frame? Be sure the questions are clear and concise. Well-written research questions are SMART: Specific, Measurable, Achievable, Relevant, Time Bound.

C. Methodology

What is the study design and type? What are the collection techniques? What data analysis will be performed? Is monitoring needed? How will it be done? Is any clearance needed, such as by an institutional review board, by cooperating institutions, or organizations, etc.? What are the study's limitations?

D. Expected outcomes and benefits to polio survivors or users of home mechanical ventilation

PHI/IVUN is looking for proposals that will to improve the lives of polio survivors or users of home mechanical ventilation. Clearly and concisely explain the outcomes of the research and how they will provide benefit.

E. Timeframe

What are the activities to be done? What is the start date and finish dates for each? Utilize a chart, table or diagram to detail the timeline.

F. Appendices, references, etc.

Include any preliminary surveys, questions for interviews, etc. that would be utilized, and/or any preliminary data from a pilot study.

Include references to the literature cited.

Include one letter of support from collaborating institution/organization; one letter of support from an expert in the field; one letter of support from an individual with a disability. (Total of three letters.)

G. Dissemination/technology transfer plans

Briefly outline the most viable options for distribution of your results in order of preferred method first, etc.

After completing Sections 2 and 3 described above, compile in one PDF entitled Sections 2 and 3.

Attach in one PDF the “Credentials of the Principal Investigator and Team.” (5 page maximum.)

Section 4 – Proposed Budget – Complete a detailed budget that includes concise justification for the request that is clearly linked to the activities of the proposed project.

Is the project request for one year or two years? Detail budget for both years, if applicable, in one document (Excel, chart, etc.).

Categorize the items in the budget, eg, personnel, supplies, equipment, related travel, incentives to participants, etc.

Provide detailed justification for each budget item as an addendum.

PHI policy excludes payment for furniture, construction and renovation expenses and general operating expenses unrelated to the grant.

PHI policy includes 10% for indirect costs but not to exceed \$5,000 per year.

After completing Section 4, save as one PDF called “Proposed Budget.”

The completed request should be emailed to director@post-polio.org by noon central time on **October 1, 2015**. In addition, mail one print copy of the application to Post-Polio Health International, 4207 Lindell Blvd., #110, St. Louis, MO 63108.

A completed application should consist of four PDFs:

- Applicant Information
- Sections 2 and 3
- Credentials of Principal Investigator and Team
- Proposed Budget