



# Galactosemia Foundation Research Grants Program Policies and Procedures

## Stage 1

The Galactosemia Foundation  
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Albany, NY 12204-1000

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Revision 2022

**Research Grant Proposal Program**

**Application Form**

## Stage 1

### Funding Cycle 2022-2024

The funding cycle is biennial, with the grant application window opening in even numbered years (2020, 2022, 2024, etc...) and awarded funding covering the period from the Spring of the following odd-numbered year to July of the subsequent even numbered year. For example, **May 2023 to June 2024**.

**No funding is allocated from Stage 1.** Stage 1 is the preliminary stage used as a screening process to identify projects that will be invited into Stage 2 which is the more rigorous review process including peer reviews.

The Galactosemia Foundation funds are allocated on an annual basis. The usual funded project duration is one year. Grants range from \$10,000 to \$50,000 in total dollars. The Galactosemia Foundation provides funding for scientific and medical research related to the identification, treatment, and therapies primarily related to classical galactosemia. The goal of this research initiative is to improve the lives of people with galactosemia. All proposals will be given equal consideration in the review process, however, for this 2022-2024 round of funding, the foundation is especially interested in receiving projects related to premature ovarian insufficiency/failure (POI/POF), motor/neurological deficits (i.e.: tremors, seizures, etc.), cognition and aging.

The Galactosemia Foundation Grant application process consists of two stages. Stage 1 involves completing a brief application following the required outline found within this document. Stage 2, by invitation only based on the Stage 1 application, will involve completing a longer and more detailed form. For both Stage 1 and Stage 2, applicants must follow the funding guidelines carefully. Applications that are non-compliant will be returned without review. Applications that exceed \$50,000 will be rejected. Please see the section on exclusionary projects. If you have questions regarding the application process, please contact the research team.

Applications for Stage 1 are due in **September 15th of the even numbered year**. Review of this first stage will be done by Galactosemia Foundation Research Team and governing board representative(s). Notification of the outcome of Stage 1 will be sent out by the Research Team by the **beginning of November in the even numbered year**, for example November 2022. Notification of invitation to submit a Stage 2 application will be given at that time. Only proposals promoted into Stage 2 will be considered for the Stage 2 process. If you do not submit an application for Stage 1, you will not be considered for Stage 2. Invitation into Stage 2 does not mean you will automatically be funded. Receipt of grant funding does not constitute a commitment to continue funding in future years.

Submission of an application in Stage 1 does not constitute automatic approval into the Stage 2 process.

The Research Team will decide which of the Stage 2 applications will be selected for funding nomination, and the Foundation's governing board will decide which of the nominated applications will be selected for funding. This decision is primarily made based on available funds, results from the Stage 2 review process, and consideration given to foundation funding priorities. Award of grants is at the discretion of the Galactosemia Foundation.

Applications must be submitted in English. Use standard size type that can be photocopied. Font shall not be smaller than 11 point. The application must be signed by the Principal Investigator, the department chair (or comparable), the financial officer or appropriate representative from the office of sponsored programs. The completed application for Stage 1 must be sent to the Research Team by September 15, 2022 by midnight ET. Applications received after this date/time will not be considered for Stage 1. The complete application will be sent via email in either PDF or Microsoft Word format to the research team at [research@galactosemia.org](mailto:research@galactosemia.org).

### **Purpose of Stage 1 Application:**

The primary intention of the Stage 1 process is to enable a brief overview of the project, in lay terms, for fit within the Foundation's mission and funding priorities. A sub-set of Stage 1 applicants will be invited to Stage 2. Stage 2 will include submission of a rigorous application and formal peer review by qualified professionals. Invitation into Stage 2 does not constitute award of a grant. Please see Stage 2 policies and procedures for additional information on the Stage 2 process..

Application guidelines for Stage 2 can either be downloaded from the Galactosemia Foundation website <http://www.galactosemia.org/research-grant-program/> or requested in writing by sending an email to the Galactosemia Foundation Research Team at [research@galactosemia.org](mailto:research@galactosemia.org)

### **Application Procedure Stage 1:**

One electronic version of the application must be submitted. This electronic version must be a PDF or Microsoft Word document. Send the electronic version to: [research@galactosemia.org](mailto:research@galactosemia.org).

Please note: The electronic version of the application must be received by midnight US Eastern Time on the application deadline. Applications not received by the application deadline will not be considered. There will be no exceptions. It is the applicant's responsibility to verify that the Galactosemia Foundation Research Team received their application by the application deadline.

**Deadline for Stage 1 applications for this grant round is September 15, 2022, Midnight US ET.**

### **Stage 1 Application Instructions:**

All sections detailed below must be included in your Stage 1 application. Your application must be structured using the outline on the last page of this document. Applications that are incomplete or containing material not requested will be returned without review.

#### **A. Principal Investigator and Co-Investigators**

Principal Investigator: One person must be named as Principal Investigator. If there is more than one investigator, please name the individual who will execute the project and with whom we should communicate and include their organization and/or institution that would accept an award. Co-investigators are allowed, and their name(s) and contact information should also be included..

Investigator Experience Summary: Outline the qualifications and experience of the principal investigator and co-investigators in the form of brief summaries (limit 100 words each, 1-page total) , explaining why the investigators are well suited to conduct the proposed project.

## **B. Project Summary:**

Project Topic or Title (maximum 15 words). This will be the title referred to through the application process.

Project Focus: Provide the primary (and secondary, if appropriate) focus of your project.

Project Location: Define the location or locations where the proposed project will be conducted.

Type of Project: *Research Project* (answering a question through rigorous systematic methods; e.g., investigation of measurable outcomes in care, epidemiology of Galactosemia, and/or novel treatments, etc.). *Clinical Project* (seeking to improve care through development of tools that may augment delivery of care such as development of clinical pathways and creation of a measurement tool, etc.). *Educational Project* (designing or implementing relevant educational programs, developing educational materials, and/or developing innovative educational tools for patients and community, etc.). *Collaborative Meetings* (fostering collaboration between expert professionals and studying key questions/concerns regarding Galactosemia to facilitate future research projects or for means of updating guidelines in standards of care, etc.).

## **C. Project Description (subsection word limits below are targets that may be exceeded as long as the total word count for this section does not exceed 500):**

Project Abstract: (100 words): Brief abstract written in lay terms, clearly understandable by the non-specialist

Application & Significance to the Galactosemia Community: (100 words): Explain briefly how and why this project has been identified. Explain how and why this project will impact our Galactosemia Community and why it is important to be addressed.

General Aim and Objectives: (50 words per aim/objective): State clearly the broad aim and general purpose of the project. Then list the specific objectives of your project and how you will achieve each of them. If your work will be a part of a larger project, you may list the broader aims and objectives, but please highlight the specific work to be achieved under the grant.

New or Continuation Project: (50 words) We need to know whether this project is already underway. The Galactosemia Foundation is particularly interested in new and innovative projects, but will support existing or collaborative work if the need is well demonstrated. If a continuation, please give details on the overall project, pilot study or other related projects.

Preliminary studies (maximum of 100 words, by applicant, if any. If none, state "none".) Relevant manuscripts and published papers **by the applicant** may be submitted but are not necessary. A maximum of two relevant publications may be submitted with the application. Publications must be submitted electronically as PDF files if included.

## **D. Budget, Schedule/Timeline, etc.:**

Project Budget: Please indicate the total budget requested for the duration of the project (total costs = direct + indirect costs). Requests for grants exceeding \$50,000 will be rejected without review. Grant funding will be provided in 2 parts within the grant year. Initial funding will be released at the start of the project and the remainder will be provided at the midterm review. Please describe your projected budget for the period of the grant. Include all necessary expenditures. Please include contributions from other sources. Grant amounts will be

dependent on the money available in the Galactosemia Foundation Research Fund. Research projects must be completed within the time frame proposed for the research, as stated in the application. Completion within one year is strongly preferred.

Project Schedule: Indicate the anticipated start and end dates of the proposed project, necessary phases and the duration of the project plan not to exceed 1 year.

Project Timeline: Please include a timeline of when each objective will be achieved from set up through completion of the project.

Anticipated Challenges: Please indicate any anticipated obstacles or specific challenges to the completion of your objectives and aim of your project. Please include plans to manage potential challenges within your project.

Future Studies: Describe where future studies may be directed if all of the specific aims are accomplished.

Plan for Sharing Information: Describe how you plan to share the findings of your project. Include plans to participate in GF publications (i.e., newsletter, website, printed material, etc.) and any plans on participation in the GF conference.

References: Cite any necessary references, as desired.

### **Budget Guidelines**

Authorized Expenses: Many institutions charge a lower overhead rate when working on grants funded by nonprofit organizations. The use of the lower overhead rate is requested. All expenses must be justified. Expenses considered for grant funding must directly relate to the implementation of the research.

Direct costs should be well defined any invited Stage 2 application.

The following expenses are permitted under institutional overhead and indirect costs when the Galactosemia Foundation deems them justified by the project/research; however, they should be well defined in and Stage 2 application:

Costs associated with publication of the research.

Costs associated with making the products of the research (i.e., cell lines, DNA, protein, and other biological substances) that will be made available to others for future research.

Certain patient care costs. Funds requested for hospitalization and/or professional medical services for study subjects may be granted if justification is presented in the application to show that these charges are needed for the research proposed. The proposal must show that the usual sources available for these costs are not adequate. All third-party payments received by the grantee institution for these services are to be offset from the funds awarded in the grant for this purpose. The grant shall not be charged for expenses that are covered by other sources

Unauthorized Expenses: The following expenses are not permitted under the Galactosemia Foundation's research program:

Salary and fringe benefits for the grantee beyond the percent on the project multiplied by the investigator's salary.

Equipment and supply expenses in excess of what is deemed necessary to fulfill the project's specific aims.

Travel expenses: Funding to cover researchers' travel expenses to attend the Galactosemia Foundation biannual meeting should not be included in the grant application, but may be available from the Galactosemia Foundation General Fund.

Salaries, travel, and/or housing related to sabbatical leaves.

Purchase or rental of office equipment.

Expenses normally covered by the indirect cost of the grantee's institution.

Fees for tuition.

Membership dues, subscriptions, books, or journals.

#### **E. Transaction of Funds:**

No funding will be awarded within the Stage 1 application process.

If a grant is awarded following the Stage 2 application process, half of the funded amount will be transferred to the receiving party during the initiation of the project (Spring of the odd year, for example 2023 in this grant round). The other half of the funding will be transferred to the receiving party after the Galactosemia Foundation has received a mid-year progress report. Please see the Galactosemia Foundation Research Grants Program Policies and Procedures Stage 2 application process for more details.

The Research Team does not manage any transactions of funding. That is the responsibility of the Foundation Treasurer. However, the Research Team asks that the grantees notify them of any concerns with funding or issues that may arise in addition to contacting the Galactosemia Foundation treasurer as it may impact delays in a project that has been funded.

### Stage 1 Application Form:

Title of Project: (limit 15 words)
Principal Investigator: Name: Email: <span style="float: right;">Phone:</span> Mailing address:
Grant Receiving Institution/Organization (if awarded):
Co-Investigator (s) Name and Institution: Name: Institution:
Investigator Experience Summary: ((limit 100 words each, 1-page total)
Project Summary:
Project Title:
Project Focus:
Project Location:
Type of Project: (Research, Clinical, Education, Collaborative Meeting)
Project Description: (Limit 500 words combined for below subsections)
Project Abstract:
Application & Significance for the Galactosemia Community:
General Aims/Objectives:
New or Continuation Project:
*Preliminary Studies if any (state "none" if n/a):
Budget, Schedule/Timeline, etc.:
Total Budget:
Total Direct Costs:
Total Indirect Costs:
Project Schedule:
Project Timeline:
Anticipated Challenges:
Future Studies:
Plan for Sharing Information:
*References:

\*Please note: preliminary studies and references are not required. (See guidelines.)