



OVERVIEW OF LOI & FULL APPLICATION REVIEW

ADMINISTRATION PROCESS:

The procedure pertains to the following grant categories:

Grants:

- Pilot and Feasibility Grant
- Career Development Research Grant
- Established Investigator Research Grant
- Out of Cycle Grant Opportunities

The process of receiving grant applications and awarding grants begins with announcements of the forthcoming grant opportunities. The LAM Foundation posts its announcements of upcoming funding opportunities on its website (www.thelamfoundation.org) and through other means relevant to the announced opportunities including our monthly digital newsletter, etc. In addition, the announcements are emailed to those investigators who are registered with the Foundation's website as a professional. Registration is simple and can be accessed at www.thelamfoundation.org on the homepage.

In-Cycle Grant Program Timeline

JUNE 15	Deadline to submit your LOI by 11:59 PM CDT.
JULY 15	Invitations will be extended after this date to investigators with competitive projects.
SEPTEMBER 15	Deadline for invited investigators to submit your LAM grant proposal by 11:59 PM CDT.
DECEMBER 30	Applicants will be notified by this date. Once all paperwork has been signed and returned, funding could begin in January.

The first document that is submitted by applicants is the Letter of Intent (LOI). The deadline for submitting an LOI is **June 15** by 11:59PM CDT. This document is a brief summary of the grant that the applicant intends to submit to the Foundation. The following is an abbreviated listing of what you will be asked to submit:



1. Project Name
2. Research Type
3. The name of your Mentor, if applicable
4. Problem addressed and hypothesis (1500 characters including spaces)
5. Planned specific aims (2000 characters including spaces)
6. Current grant funding
7. Key collaborators with role (top 4)
8. Biographical sketch for all key personnel

The LOIs are reviewed by a select number of the Foundation's Scientific Advisory Board and discussed by conference call. If needed, input will be requested from ad hoc reviewers.

The evaluation of the LOI is based on the following criteria: scientific merit, relevance to the Foundation's mission, innovation, potential impact and experience of the applicant. An overall score is assigned by each reviewer. If the proposed research involves training, the fellow's training program and the mentor's qualifications are also assessed. After having ranked the LOIs, those members of the Scientific Advisory Board determine which applicants will be invited to submit a full application. The decision is communicated to all applicants irrespective of whether or not they are invited to submit a full application sometime after **July 15**.

Once invited, the deadline for submitting the application is **September 15**, by 11:59PM CDT. Applications undergo an initial administrative review to ensure completeness and accuracy, and additional documentation may be requested from the applicant. The proposals are then reviewed and scored by a select number of the Foundation's Scientific Advisory Board, and discussed in a face-to-face meeting for final ranking and recommendation to the Board for funding. The evaluation of the proposal is based on the following criteria: scientific merit, innovation and relevance to the Foundation's mission. If the proposed research involves training, the fellow's training program and the mentor's qualifications are also assessed. Reviewers are also asked to provide an overall score for the proposal. If needed, input will be requested from ad hoc reviewers. This meeting will be held in November.

The Foundation's Board review takes place by mid-December. Final funding decisions are made at this meeting based on the merit scores of the proposals, the Scientific Advisory Board recommendation regarding funding, and the dollar amount allocated by the Foundation for grant funding.

Once the funding decisions are made, each investigator who submitted a grant application receives a letter indicating whether the grant that he or she submitted will be funded. In



addition, the investigator receives a summary statement reflecting reviewers' comments and critiques.

NOTE: The LAM Foundation requires that each applicant allocate up to \$2,000 of the total budget to pay for travel to one annual LAM Foundation's Research Conference & Patient and Family LAMposium each year of the proposal's period of performance.

The purpose of the awardee's attendance is to:

1. Provide LAM Foundation supported investigators with a forum to exchange research findings and foster innovative research ideas at the meeting;
2. Cultivate new investigators within the LAM research community by facilitating face-to-face interactions with established LAM researchers; the Foundation's Scientific Advisory Board (SAB), clinician members of the LAM Clinical and Research Network, and The LAM Foundation Board of Directors (BOD).
3. Encourage new and established LAM investigators to experience personal interactions LAM patients and their families, a rewarding exchange that has inspired research excellence and patient collaboration.

Those grant applications that have been deemed to be funded will receive a Notice of Award packet that contains several documents. Once executed, the documents are returned to the Foundation. Subsequently, the first payment on the grant is issued.

A grant may not begin until all regulatory documents including, but not limited to, the Grant Agreement, Terms and Conditions Form, Patent and Intellectual Property Form are executed and returned to The LAM Foundation. In projects involving human subjects that require IRB approval, the Principal Investigator must provide a copy of an IRB approval letter to the Foundation upon notification of approval of funding of the grant award and prior to the commencement of the proposed project. This policy applies to Institutional Animal Care and Use Committee Approvals as well.

The grant is administered according to the Foundation's Terms and Conditions. Payments are issued following the submission and approval of the required reporting for that grant award, typically twice a year. If the grant is a one-year award, an *Other Support* report is due mid-year prior to release of final funding. All grant awards are required to submit a final progress report sixty (60) days following the end of the grant's period of performance. If the grant is a two or three year award, an annual report and other support report are submitted to the Foundation. All reporting is reviewed by the Foundation's Scientific Director. Payments are withheld until the grant recipient ("Grantee") submits the appropriate and complete required reporting to the Foundation.



Facilities and Administrative (Indirect) Costs Policy

The LAM Foundation does not provide funds for facilities and administrative, indirect or overhead costs for basic science research grants.

The LAM Foundation does provide funds for facilities and administrative, indirect or overhead costs for clinical trials at the rate of ten percent (10%) for certain Foundation approved direct costs.

The Facilities and Administrative (Indirect) Costs Policy is a Foundation-wide policy to be consistently applied to all of its outside grants and contracts with educational institutions.