



SETBP1 Society RESEARCH GRANT APPLICATION 2018 LETTER OF INTENT INSTRUCTIONS

The SETBP1 Society's Research Grant Program has a two-step application process. A letter of intent is required in advance of submitting a full grant application. **The 2018 deadline for letters of intent is Sunday, July 22 by 5:00 p.m. central standard time.**

The following instructions are for applicants who are interested in applying for SETBP1 Society's Research Grant Program. Only applicants who have submitted a letter of intent and have been invited by SETBP1 Society to submit a formal grant application will be considered for funding.

SETBP1 Society's grant program is designed to seed original projects that investigate the pathologic mechanisms underlying SETBP1 disorder or identify new potential therapeutics with the goal of generating preliminary data toward a larger grant application to the NIH or other major granting institution concerned with rare disorders.

Background

SETBP1 disorder is a monogenetic, orphan neurodevelopmental disorder characterized by expressive language delay, autistic traits, fine/gross motor challenges, attention deficits, and cognitive disability. DNA changes that lead to a decreased amount of the SETBP1 protein are associated with SETBP1 disorder. The DNA changes are expected to be de novo. There are no approved therapies and standard of care is not effective in improving cognitive, language or motor deficits.

Priority areas for this program include:

- Gene expression profiling for individuals with SETBP1 disorder
- Development of clinical, biochemical, or neuroimaging biomarkers to accelerate drug development and early diagnosis
- High throughput screening in novel cellular assays relevant to SETBP1 disorder
- Derivation and propagation of new cell lines of SETBP1 disorder that will have important research and clinical application for understanding, diagnosing and treating SETBP1 disorder.

Eligibility

Proposals are welcome from faculty members at a university or from professionals from a private research center or from a for-profit biotechnology company worldwide. Applicants from senior postdoctoral trainees or research associates are acceptable provided that the individual and his/her mentor have a track record of commitment to research relevant to SETBP1 disorder. The grant cannot be used for investigator salaries or indirect costs.

Funding

Funding is available for 2 grants. Award Value: (\$5,000-\$25,000) for one year of total direct costs.

Letter of Intent Requirements

The letter of intent is designed to provide a general overview of the proposed research study with sufficient detail to allow for the evaluation of the scientific merit and feasibility of the study. The letter of intent form, research abstract, biographical sketch and publication list are required for submission.

The documents should be in the following format: single-sided, single-spaced, 12-point font. The letter of intent should include the following:

1. Letter of Intent Form (1 page)

The provided cover sheet should be completed and signed.

2. Research Abstract (1-2 pages)

The abstract should summarize the research project and describe what issue(s) the study addresses, the study's specific aims, relevant literature or prior research, how the study will be conducted and evaluated, and why the work is important to furthering knowledge about SETBP1 disorder or improving the treatment of children with the disease.

3. Supporting Documents

The following supporting documents are helpful in the evaluation process.

- Biographical sketch: This should include education and training in chronological order, positions and honors in chronological order, and past and current research support for the past five years for the principal investigator and co-principal investigator. The NIH biosketch format is preferred. An example can be downloaded from <http://grants1.nih.gov/grants/funding/phs398/biosketchsample.pdf>.
- Relevant publications: This should be a short-list of peer-reviewed publications from the past 5 years that are relevant to the proposed research topic.

Letter of Intent Submission

A PDF copy of the letter of intent and supporting documents should be electronically submitted (email) to info@setbp1.org no later than Sunday, July 22, 2018 by 5:00 p.m. central standard time. All documents (signed letter of intent, research abstract and supporting documents) should be merged into one pdf file before sending. PDF files should be saved as "LOI_applicant first and last name_institution_2018." An example would be to name the file "LOI_John Smith_Univ of Texas_2018". No extensions of the deadline can be made. Once submitted, a confirmation email will be sent to the applicant. For questions about submitting a letter of intent, please send an email to info@setbp1.org or call 1-512-522-8072.

Review and Notification Process

Each Letter of Intent is carefully reviewed by SETBP1 Society's medical and scientific review board, advisors, and Board to determine if the project is in line with SETBP1 Society's research criteria and priorities. Applicants will be notified regarding approval to submit a full proposal by September 1, 2018. For eligible applicants, the submission deadline for full grant applications is Friday, October 5, 2018 by 5:00 p.m. central standard time. All decisions made by SETBP1 Society are final and are not subject to appeal.

Grant Timeline

Letter of Intent (LOI) Deadline: Sunday, July 22, 2018

Notification of approved LOI applicants to submit full grant application: September 1, 2018

Full Grant Application Deadline: Friday, October 5, 2018

Grant Approval Announced By: November 30, 2018

Funds available: December 1, 2018

Terms and Conditions of Awards

1. Duration: Grants are funded for up to a total of 1 years. Funding begins December 1, 2018.
2. Changes of Status of Principal Investigator: If the named principal investigator changes affiliations, the award will follow only after approval of the transfer from SETBP1 Society. If the named principal

investigator ceases work on the project for which the award was made, the award will terminate and the remaining balance will be returned to SETBP1 Society.

3. Publications: All discoveries resulting from work supported by SETBP1 Society should be made available to the public and the scientific community through peer reviewed publications and national meetings. Publications and presentations must acknowledge the support of SETBP1 Society. One reprint of each publication must be forwarded to SETBP1 Society.
4. Publicity: SETBP1 Society shall be permitted to use the principal investigator's name, image and likeness, as well as the name of the affiliated institution, in connection with all statements, printed materials, or electronic media related to the grant award or related to SETBP1 Society's research program. The principal investigator will provide appropriate photographs and biographical information at SETBP1 Society's request.



RESEARCH INFORMATION

Descriptive Title of Research Project: _____

Type of Research: Basic Clinical Translational

Research Involvement: Human Subjects Animal Subjects Biohazards

APPLICANT INFORMATION

Principal Investigator Name (First, MI, Last) _____

Title _____ Degree(s) _____

Institution _____ Division/Department _____

Mailing Address _____

Phone _____ Fax _____ E-mail _____

Applicant Name (First, MI, Last) _____

Title _____ Degree(s) _____

Institution _____ Division/Department _____

Name of Person Completing this Application _____

RESEARCH PROJECT

Start Date _____ End Date _____ Budget _____

List other sources where you are applying for/receiving funding for this project? _____

Applicant's Signature _____

- If funded, I agree to disclose to SETBP1 Society research activity directly stemming from foundation funding.
- I have read SETBP1 Society's sharing policy (below) and agree to provide this information according to the policy as a condition of foundation funding the development of research tools
- I hereby certify that the information provided in this application is, to the best of my knowledge, true and correct. I have not knowingly withheld any facts or circumstances that could otherwise jeopardize consideration of this application.

SETBP1 SOCIETY SHARING POLICY

Limited availability of platform technology such as animal models and cell lines can inhibit the timely development of new knowledge and their application to medical practice. Therefore, applicants must share their plan for depositing foundation-supported resources into the commercial sector making them available to the broader research community, either before or immediately after publication as a condition of funding the development of these resources. Applicants are asked to use NIH Example Plans for Sharing of Model Organisms http://grants.nih.gov/grants/policy/model_organism as a guide. Applicants can share their plan for making their resources publicly available during the grant application process. SETBP1 Society can work with the researcher on the sharing plan, if desired.