**ORPHAN DISEASE CENTER**

**Project CASK Grant Program 2024**

**Full Application Cover Page**

PI Name:

PI Title:

PI Institution:

Project Title:

Human Subjects Research:  Yes (Please attach IRB approval letter)  No

Animal Research:  Yes (Please attach IACUC approval letter)  No

Abstract (Up to 250 words):

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**Checklist**

**CONTENT to be uploaded:**

**Cover Page/Checklist/Institutional Signature Page [PDF].**

**Biosketch/CV, with key personnel supporting the project (5 pages max). [PDF]** The PI must include accurate and complete information regarding all other sources of grant support (current and pending), including title, abstract, annual and total amount of grant, inclusive funding period, and percent effort. PI should add a section listing key personnel working on the project. Any Co-Is/Co-PIs, if present, should also provide a biosketch/CV.

**Detailed Budget and Justification.** **[combined into one PDF]**

Complete excel budget sheet (to be provided). Describe justifications in a Word document including all subcontracts to co-investigators. Proposed funding period is one or two years based on the level of funding being requested, beginning approximately one month after full applications are received.

Indirect costs are not allowed (Project CASK has a Board-directed policy that prohibits IDCs)

**Allowable direct costs**

● Salary for PI

● Salary/stipend and related benefits for graduate student/postdoctoral fellow/technical support

● Travel (up to $1500)

● Laboratory supplies and other research expenses

**Unallowable costs**

● Indirect costs

● Consultant costs

● Tuition

● Professional membership dues

● Equipment >$5,000

● General office supplies, institutional administrative charges (e.g., telephone, other electronic communication, IT network, etc.)

● Pre‐award charges

● Any other expenses not directly related to the project

**Research Plan** (5 pages max) and **Bibliography** (1 page max). **[combined into one PDF]**

Include the following sections: Specific Aims, Background and Significance, Preliminary Studies/Data, Research Design and Methods. Research plan should address the following questions: 1) Do you require access to reagents, cell lines, animal models, IRB/ethical board approvals, and/or equipment necessary to complete work? If so, please describe your plan to gain access within the time-frame of this grant period. 2) Have you identified qualified personnel to complete this project within the grant period? If not, please provide your plan to do so. Text citations should use a numbered format. Include all author names in the reference list.

**Appendix** **[combined into one PDF]**

Limited to 5 pages of supplemental information pertaining to proposal or preliminary data only; maximum of 3 relevant reprints are also acceptable. Include IRB and/or IACUC approval letters if relevant. Include letters of support or letters of collaboration, if available.

**Project Disclosures and No Cost Extensions (NCE):**

* NCEs will be granted at the discretion of the Project CASK organization.
* Awardees will be limited to 1 NCE request for their award.
* Maximum NCE time awarded will be 6 months.
* NCEs will be granted after a formal request prior to the NCE deadline with adequate justification.
* If granted an NCE, you are still required to submit an interim scientific report 6 months into the duration of the original award period, regardless of your new project end date.
* In your letter of interest, you will be required to certify that you have identified qualified personnel to complete this project within the grant period PRIOR to the start date of the award. If you have not, you will be required to provide your plan to engage said personnel. Only under extenuating circumstances will personnel issues be considered for NCE requests.
* In your letter of interest, you will also be required to state whether you require access to reagents, cell lines, animal models, IRB/ethical board approvals, and/or equipment necessary to complete your work. If so, you will be required to describe your plan to gain access within the time-frame of this grant period.

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**Certification and Acceptance:**

We, the undersigned, certify that the statements contained in the attached grant application are true and complete to the best of our knowledge. We agree to conform to the policies and rules governing this award. We agree to openly share final data sets and observations with the full scientific community, and all reagents and/or research tools developed under support by this mechanism will be made accessible upon request. We understand that the final terms of the grant will be outlined in the research agreement to be signed with Project CASK. We understand that indirect costs are an unallowable cost.

**Principal Investigator:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name (typed) Signature

Title:

Institution:

Department:

Address:

Phone:Fax:

E-mail:

**Institutional Official:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name (typed) Signature

Title:

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**Grant Program Award Terms**

1. No Indirect Costs
2. Awardees are required to provide updates concerning other support, resulting publications, and research activities, as requested and as outlined in the research agreement to be signed with Project CASK.
3. The reporting schedule for the grant will be outlined in the research agreement and includes quarterly calls and biannual reports. Each two-page report must contain a synopsis of scientific progress, a list of resulting collaborations, publications and grants, a description of the relationship of the project to the goals of the related-disease research, a financial report, and a statement regarding unspent funds.
4. Awardees will receive payment on a quarterly cost reimbursement basis. Awardees must submit invoices with a breakdown of incurred costs to the grant over the previous three-month period. A template and invoicing details will be provided in the award agreement.
5. The following citation must be included in all publications: This work was supported [in part] by a research grant from Project CASK. The grants program was managed in partnership with the University of Pennsylvania Orphan Disease Center.
6. Appropriate citation of all collaborations must be included in all publications.

All final data sets and observations must be shared openly with the full scientific community, and all reagents and/or research tools developed under support by this mechanism must be made accessible upon request.

NOTE: Award terms are subject to change. If awarded, please refer to the grant award contract for actual project terms.

Continuation page template to be used for all content.

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