

# AMYLOIDOSIS FOUNDATION

## CONDITIONS FOR GRANT SUPPORT

### GENERAL POLICIES AND PROCEDURES

The primary purpose of The Amyloidosis Foundation (the "AF") in funding scientifically meritorious research is to advance its mission to eradicate Systemic Amyloidosis as a life threatening disease. The policies are provided to assist applicants and grantees in understanding the terms and conditions that apply to each Grant. The full terms and conditions applicable to each Grant are set forth in the Grant Agreement, which incorporates these policies. By accepting a AF grant or fellowship, the Sponsoring Institution agrees to the terms and conditions of this Policy and accepts full responsibility for the conduct of the investigation and for the acts of the investigator; project personnel, compensated in full or in part with funds awarded by the AF, are employees of the Sponsoring Institution; they are not AF employees.

#### 1. USE OF GRANT FUNDS

- (a) Grant Funds may only be used as set forth in the budget(s) set forth in the approved application, and approved funds may not be re-allocated without the prior approval of the AF.
- (b) Indirect costs may not exceed 15% of direct costs.
- (c) The AF will not be responsible for any expense incurred prior to the start date of the Grant or any amount in excess of the Grant. Full disclosure of all other funding for a research project must be made as part of the Grant Application or at the time the funding is approved (whichever is earlier). The use of Grant Funds cannot be duplicated by funds received by the Sponsoring Institution or the Principal Investigator from any other sources; however, the Grant Funds may be used to supplement support from other sources. The AF shall have the right to audit the use of the Grant Funds.
- (d) Equipment purchased using Grant Funds is under the direction and control of the Principle Investigator.
- (e) The Principal Investigator and the Sponsoring Institution herby agree to limit the expenditure of Grant Funds as set forth below.
  - (i) Permissible Costs.
    - (1) Salary for the Principal Investigator that have faculty appointments (i.e. Instructor, Professor, etc.) with the following restrictions:

- The salary (with fringe) percent cannot exceed the percent effort.
  - The salary request with (with fringe benefits) cannot exceed fifty percent (50%) of the total grant request.
- (2) Salary for the Principal Investigator or professional staff that do not have faculty appointments and technical assistants as necessary with the following restrictions:
- The percent salary cannot exceed the percent effort.
- (3) Minimal but essential permanent equipment which is directly relevant to the Grant Research.
- (4) Expendable supplies.
- (5) Other expenses directly related to the conduct of Grant Research.
- (6) Travel to attend scientific meetings that are directly related to the Grant Research. Such travel arrangements shall be subject to the prior written approval of the AF and shall not exceed two thousand dollars (\$2000US).
- (7) Indirect operating costs incurred by the Sponsoring Institution during the Grant Term in an amount not to exceed fifteen percent (15%) of the total costs.
- (ii) Impermissible Costs.
- (1) Salary of other participants in the Grant Research that have faculty appointments (i.e. Instructor, Professor, etc.).
- (2) Construction, alteration, maintenance or rental of buildings or building space.
- (3) Computer equipment, office equipment and furniture.

- (4) Dues for membership in scientific societies.
- (5) Office supplies including, but not limited to, mail/postage costs, copying costs, telephone, fax, modem, DSL or other similar line costs.
- (6) Tuition, books and journals.
- (7) Publication costs.

## **2. REPORTS AND ACCOUNTINGS**

Principle Investigators must submit detailed progress reports midway in a Grant Term and detailed final reports upon the conclusion of a Grant Term. The Sponsoring Institution must submit detailed Grant Accountings during a Grant Term and upon the expiration or termination of Grant Agreements. If at the end of the Grant Term, there are remaining monies, and the investigator intends to continue the project, a follow up report the following year will be required. If at the end of the Grant Term the investigator does not intend to continue the project, the unspent money shall be returned to the foundation.

## **3. HUMAN AND ANIMAL SUBJECTS: BIOHAZARDS**

The Sponsoring Institution is responsible for insuring that the Sponsoring Institution's facilities and employees comply with applicable federal, state and local laws and regulations in connection with the Grant Research. Any AF-funded research involving human or animal subjects, derivatives of such subjects or biohazards must also comply with all rules, regulations and policies established by the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, the National Institutes of Health, and the Sponsoring Institution's Institutional Review Board.

## **4. RELOCATION OF PRINCIPAL INVESTIGATOR**

Any relocation of the Principal Investigator during a Grant Term requires at least thirty days prior written notice to the AF. A Grant Agreement may not be transferred to a laboratory, clinic, hospital or other research institution that is not affiliated with a tax-exempt not-for-profit institution. If this condition is not met, then the original Sponsoring Institution must refund any portion of the grant unspent with appropriate accounting back up.

## **5. PUBLICATION OBLIGATIONS**

- (a) All published works (including on-line publications), presentations or other disclosures of Grant Information must, subject to the AF's approval, prominently display the designation, "Supported by a Research Grant from the Amyloidosis Foundation (AF)" in accordance with the direction of the AF. In no event shall this designation be construed to mean that the AF endorses any of the Grant Information published, presented or otherwise disclosed.

## **6. DEVIATIONS, INTERRUPTION OR ABANDONMENT OF GRANT RESEARCH AND OTHER BREACHES**

- (a) Deviations. In the event that the Principal Investigator wishes to deviate from the approach set forth in a Grant Application during the Grant Term, continuation of funding is subject to the prior written notification of the AF with full disclosure by the Principal Investigator of the proposed deviation(s). The AF shall have sixty days to review any such request. If the AF does not approve such deviation and the Principal Investigator elects to proceed with such deviations, it shall be deemed a default under the Grant Agreement.
- (b) Interruption. If a Principal Investigator desires to interrupt any Grant Research during a Grant Term for thirty days or longer, s/he must provide the AF with prompt written notice indicating that the research will be interrupted, the reason for the interruption and the date upon which the work will resume.
- (c) Abandonment. In the event that the Grant Research is not continued or completed due to incapacitating illness or death of the Principal Investigator (and a suitable replacement satisfactory to both the AF and the Sponsoring Institution is not found), or the Sponsoring Institution and Principal Investigator elect to discontinue the Grant Research, the Sponsoring Institution shall notify the AF promptly in writing and the Grant Research shall be deemed abandoned, and AF shall have the right to terminate.

## **7. INDEMNIFICATION AND INSURANCE**

- (a) Indemnification. The AF will assume no responsibility for any of the activities of the Principal Investigator and/or Sponsoring Institution other than the payment of Grant Funds in accordance with the terms set forth in a fully executed Grant Agreement. The Sponsoring Institution shall, to the full extent legally permissible, hold harmless, defend and indemnify the AF and its officers, directors, employees,

scientific advisors, independent contractors and agents with the respect to any activities carried out in connection with a Grant Agreement by the Principle Investigator and/or the Sponsoring Institution, and/or any person(s) acting under the supervision, direction or control of the Principal Investigator and/or the Sponsoring Institution. The Sponsoring Institution shall, concurrently with the submission of the Grant Application, notify the AF of any legal limitations of the Sponsoring Institution's indemnification of the AF.

- (b) Insurance. The Sponsoring Institution shall maintain appropriate insurance, including a comprehensive general liability policy including coverage for personal injury or death; and any other coverage required to meet minimum statutory requirements of the State of where Sponsoring Institution is located. The AF shall be named as an additional insured on all such policies.

If awarded a grant from the Amyloidosis Foundation, please provide signature.

_____	Accepted by: _____
Mary E O'Donnell	Name (print): _____
President/CEO	Title: _____
Amyloidosis Foundation	Organization: _____
Date:	Date:

Please return a signed copy, complete with all required signatures to the attention of:

Mary O'Donnell at [modonnell@amyloidosis.org](mailto:modonnell@amyloidosis.org)