

CROHN'S & COLITIS FOUNDATION OF AMERICA

SCIENTIFIC CONFERENCE\WORKSHOPAWARD

POLICIES AND INSTRUCTIONS

Effective May 2009

**Crohn's & Colitis Foundation of America
National Office
Research & Scientific Programs Department
386 Park Ave South – 17th Floor
New York, NY 10016-8804**

**Voice: 800-932-2423 Ext. 7501
646-943-7501**

**Web site: <http://www.cdfa.org>
E-mail: grants@cdfa.org**

MISSION:

To cure Crohn's disease and ulcerative colitis,
and to improve the quality of life
of children and adults affected by these diseases.

SCIENTIFIC CONFERENCE\WORKSHOPAWARD

POLICIES & INSTRUCTIONS

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SCIENTIFIC CONFERENCEWORKSHOP

POLICIES & INSTRUCTIONS

INTRODUCTION AND SOURCE OF FUNDS

The Crohn's & Colitis Foundation of America, (CCFA), was established in 1967 to find the cause of and cure for Crohn's disease and ulcerative colitis, collectively known as inflammatory bowel disease (IBD). Support for our research program is provided by members and concerned individuals, corporations, and philanthropic foundations.

The guiding mission of the foundation is to stimulate and encourage innovative research in the basic biomedical and clinical sciences, which is likely to increase our understanding of the etiology, pathogenesis, therapy, and prevention of the inflammatory bowel diseases. *Collaborative efforts between basic scientists and clinicians are encouraged.*

Each year, the Foundation receives approximately 300 requests for Senior Research, Training, Student and Conference support. All proposals are subjected to multiple levels of peer review that identifies the most meritorious and innovative projects for funding.

OBJECTIVE

The Crohn's & Colitis Foundation of America (CCFA) recognizes the value of supporting scientific meetings, conferences, and workshops lasting one or more days where persons assemble to exchange information and views or explore topics that are relevant to its scientific mission. The CCFA is especially supportive of organizations that develop scientific meetings or workshops that include trainees during the formative time of their education to participate and hopefully pursue careers in digestive health research relevant to IBD.

ELIGIBILITY

In general awards are between \$5,000 - \$10,000. Eligibility is not restricted by citizenship or geography. An individual is not eligible to receive a grant in support of a conference.

DEADLINES AND SUBMISSION REQUIREMENTS

A letter of Intent is not required. The full application must be submitted electronically via the IGAM as well as paper copy (master) mailed to the CCFA.

SUBMISSION OF THE ELECTRONIC VERSION:

The IGAM is an Internet Grant application Module developed and hosted on a web browser on the CCFA web site. Access is available using links provided in the Crohn's & Colitis Foundation of America web site www.ccfa.org (see instructions). The electronic Letter of Intent must be submitted by close of business (5:00pm EST) on the submission deadline October 1 or May 1. The full application must be submitted by close of business (5:00pm EST) on the submission deadline July 1 or January 14. **If you have technical questions regarding the electronic process, click on link provided http://www.ccfa.org/ccfaprof/research-grant-oppo/documents/online_submission_tutorial.pdf for online tutorial or contact the CCFA at 1-800-932-2423. You have until 5:00PM Eastern time on the deadline date to complete the electronic submission.**

If the deadline falls on a weekend or national holiday, the submission deadline will be extended to the next business day.

No supplemental materials will be accepted after the deadline unless requested by staff for administrative purposes or when needed for the reviewers.

SUBMISSION OF PAPER COPIES:

The master (paper copy) of full application with signatures must be postmarked on the submission deadline July 1 or January 14. **(Faxed or e-mailed submissions will not be accepted)**

Please mail one paper copy of your (master) of full application to:

Crohn's & Colitis Foundation of America
Research and Scientific Programs Department
386 Park Avenue South – 17th Floor
New York, NY 10016-8804

For questions, please contact us at: 800-932-2423 or 212-685-3440

APPLICATION TIME TABLE

Letter of intent to apply due	November 1*	May 1*
Online Application due	January 14*	July 1*
Submission of Paper copy	Postmarked January 14*	Postmarked July 1*
Review	mid April	mid November
Board of Trustees	mid April	mid November
Start Date	July 1	January 1
Progress Report Due	April 1	October 1

REVIEW PROCESS

Peer Review of Applications

Scientific Conference\Workshop Award applications are reviewed by the Research Initiatives Review Committee. The review committee is composed of basic and clinical IBD researchers in a variety of fields. The committee generally has between 7-10 members who are leaders in their areas of expertise. Written evaluation of the application is not required; however, each application is reviewed addressing the following Selection Criteria:

- *Scientific Merit*
- *Relevance of the project\meeting to IBD*
- *The need and timeliness for the scientific meeting*
- *Its format and agenda*
- *Qualifications of the organizers and proposed participants*
- *Past performance where applicable*
- *Appropriateness of the meeting site*
- *Appropriateness of budget*

All research supported by CCFA must examine aspects of and have a direct application to Crohn's disease and/or ulcerative colitis. It is the applicant's responsibility to explain the relevance of the proposal to IBD. A Peer Review Committee conference meeting is scheduled if Chairs of the committee deemed it necessary, otherwise, the applications are reviewed and each member is asked to fax or e-mail their approval or disapproval of each application. If approved, the application is then presented to the Grants Council for further consideration.

Notification

A letter will be sent to the applicant advising him/her of funding or non-funding.

BUDGET POLICIES AND RESTRICTIONS

The following are examples of the most frequently encountered costs which may and may not be charged to the grant.

- *Salaries* --In accordance with the policy of the grantee organization, grant funds may be used to provide salaries, in whole or in part, of professional personnel, clerical assistants, editorial assistants, and other nonprofessional staff, but only in proportion to the time or effort spent directly related to the conference.
- *Equipment* --Grant funds may be used for the rental of necessary equipment. Funds may not be used for the purchase of equipment.

Travel:

- Proposed per diem or subsistence allowances must be reasonable and will be limited to the days of attendance at the conference plus the actual travel time required to reach the conference location by the most direct route available. Where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance will take this into consideration.

- Transportation costs for attendees and participants at the conference may not exceed economy class fares. In all cases, U.S. flag carriers will be used where possible.

Grant funds may not be used to pay per diem or expenses other than local mileage for local participants in the conference.

- *Supplies*--Grant funds may be used for the purchase of supplies for the conference provided the supplies are received and used during the project period.
- *Conference Services*--Grant funds may be used for necessary recording of proceedings, simultaneous translation, etc., and subsequent transcriptions.
- *Publication Costs*--When grant funds are awarded to pay for either the entire or the partial cost of publication of proceedings or a book or pamphlet, these costs are considered to cover special plates, charts, diagrams, printing, distribution, mailing, postage, and general handling, unless otherwise specified at the time the grant is awarded.
- *Registration Fees*--Registration fees when paid by the grantee to other organizations on behalf of attendees may be paid from grant funds provided such fees cover only those allowable costs properly chargeable to the grant.

Entertainment and Personal Expenses--Costs of amusement, diversion, social activities, ceremonials, and related incidental costs, such as bar charges and personal telephone calls of participants or guests, are unallowable.

GENERAL INFORMATION

APPLICATION SUBMISSION AND REQUIRED SIGNATURES

Applications must be submitted in two formats: an electronic version and paper copy. The electronic version is submitted using links provided in the Crohn's & Colitis Foundation web site [www.ccfa.org/science & professionals](http://www.ccfa.org/science&professionals). The paper (master) copy of the application must have the signatures (see forms section of our web site).

The electronic application must be submitted by close of business (5:00 PM Eastern time) on the specified deadline date. If the deadline date falls on a weekend or holiday, applications will be accepted the following business day. Paper copy must be post marked on the deadline date.

ACCESSING THE CCFA GRANT APPLICATION SYSTEM

NOTE: Adobe Acrobat Reader 5.0 or above is required to use the electronic grant submission system.

Access the Crohn's & Colitis Foundation Research site at www.ccfa.org/ccfaprof/research-grant-ops/

- Select "Funding Opportunities" followed by "Index of Grants."
- Select the grant for which you are applying. You are now able to access the electronic grant application process.

Contact CCFA at 1-800-932-2423 Ext. 7501 or email, grants@ccfa.org to address any problems with preparation or submission of the electronic version of the application.

FORMATTING THE APPLICATION

Applicants must adhere to the following instructions in completing the proposal sections that make up the electronic version of the application. Failure to observe font size specifications and/or page limits will result in the return of the application without review:

- Please remember to insert your name in the header on each form in the attachment section.
 - Font size: Use 12 point Times New Roman or 11-point Arial as the minimum font size for the text of the application. A 10-point Times New Roman or 10-point Arial font type may be used for figures, legends, and tables.
 - Single-spaced text is acceptable, and space between paragraphs is recommended.
 - Margins: The margins of your text should be at least 1” inch all around, unless a form with different margins is supplied in the Application Templates or Forms.
 - Fill in all required fields (*)
- **Page numbering:**
The electronic version is numbered independently. The attachments should be numbered in the lower right hand corner and each section should be numbered independently.

SUBMISSION OF ELECTRONIC VERSION of Full Application

The electronic version is submitted using links provided in the Crohn's & Colitis Foundation web site www.ccf.org/ccfaprof/research-grant-opps/. You will need to create a user ID and password to access the forms. **All attachments must be uploaded as .pdf documents.** The maximum size for all attachments combined is 10MB. Please note that files with certain extensions such as “exe”, “vbs”, or “bat”, cannot be uploaded. If you need assistance please call the Research Department at 1-800-932-2423 Ext 7501.

Below you will find detailed instructions on completing the various sections. You will also find instructions on compiling the paper copy of your application for submission. **All application attachments must be uploaded as .pdf documents.**

FULL APPLICATION (Stage 1 of the application process)

The full application is due on either of the following deadlines: July 1 or January 14. **Access to the electronic version will be closed by 5:00pmET on either deadline.**

Complete the electronic version of your application as follows:

Application Forms

Complete online the electronic version of the forms
Fill in all required fields (*)

GENERAL AREA OF RESEARCH

Select 3 categories from the drop down box

PRINCIPAL INVESTIGATOR

Fill in the name PI's name

PI is defined as the one person responsible to the foundation for scientific and technical direction of the conference or workshop.

FILL IN TEXT BOXES FOR ALL OF THE FOLLOWING:

Name: FIRST name, MIDDLE name, LAST name

Suffix: (e.g., M.D., Ph.D.)

Gender:

Address: Complete mailing address for correspondence to the applicant

City, State, Zip:

Telephone: The phone number at which you are most likely to be reached during the day.
Foreign applicants enter country code in parentheses.

Fax and E-mail:

ORGANIZATION INFORMATION

(fill in the text boxes for all of the following)

Organization Name:

Address:

City, State, Zip:

Fax and Phone:

Tax ID

Website (www) URL:

Project Title of Conference

Fill in project title

Location of the Conference

Fill in the location

Number Expected of Registrants

Fill in the number

Start Date of Conference

Fill in the date

End Date of Conference

Fill in the date

Justification of the Conference

Type in the text box a summary of the justification of the conference including the problems this intends to clarify and the developments it may stimulate. The need for such a conference and its importance to workers in their fields of IBD should be explicitly addressed. This summary must be written in language that is easily understandable to a 6th-7th grade reader.

- Define all scientific terms; Words like “pathogenesis” or “cytokines” might be common words to you, but not necessarily to lay persons

(Title any additional page and upload in “Additional Information” on the attachment section).

Detailed Proposed Budget

Download the budget form from the forms section of our website, complete and upload on the attachment section.

Organizing or Planning Committee

List the names and upload CV’s (2 pages only per member) of each committee member on the attachment section.

Conference Format or Project Agenda

Upload on the attachment section

Registration Fees

List details if fees will be charged (Title any additional page and upload in “Additional Information” on the attachment section).

Facilities

Type in place where conference will be held

Publicity

Type in your plans for publicity of and publication of the meeting

Per Diem Rates\Transportation Costs

List proposed cost (Title any additional page and upload in “Additional Information” on the attachment section).

Related Conferences

List all related conferences during the last 3 years

ASSEMBLY AND SUBMISSION OF PAPER COPY

The paper copy (master) of the full application must be postmarked on the deadline date (July 1 or January 14) to the Crohn's & Colitis Foundation National Office.

The paper (master) copy must contain assembled in this order:

Application Forms (electronic-forms)

Detailed Budget Page

Justification of Conference (if additional page was uploaded in the attachment section).

NIH Biosketch (2 page limit) for each Organizing or Planning Committee member

Conference Agenda

Registration Fees (if additional page was uploaded on the attachment section).

Per Diem Rates\Transportation Costs (if additional page was uploaded on the attachment section).

Signature Page

When saving and uploading attachments, please name the files as indicated below:

- Last name, First name – Conference Agenda
- Last name, First name – Detailed Budget Pages
- Last name, First name - Justification of Conference
- Last name, First name – NIH Biosketch
- Last name, First name – Registration Fees
- Last name, First name – Rates/Transportation Costs
- Last name, First name – Signature page

****Upload all of the above in attachment section provided****

Mail the paper copy (master) to:

Crohn's & Colitis Foundation of America
National Office
Research & Scientific Programs Department
386 Park Ave South – 17FL
New York, NY 10016

**APPLICATIONS WHICH DO NOT MEET THE REQUIREMENTS, IN CONTENT OR FORMAT
WILL NOT BE REVIEWED**