

**APPLICATION FOR RESEARCH GRANT**

TITLE OF RESEARCH \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount requested \_\_\_\_\_ Dates of study: Begin \_\_\_\_\_ End \_\_\_\_\_  
m/d/y m/d/y**PRINCIPAL INVESTIGATOR**

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Name of Department Chair \_\_\_\_\_

Institution \_\_\_\_\_

Mailing address of research office \_\_\_\_\_

Telephone No. \_\_\_\_\_

Percent of time to be devoted to project \_\_\_\_\_

**CO-INVESTIGATOR(S)**

Name

Title

% Time

\_\_\_\_\_

\_\_\_\_\_

I acknowledge and understand the terms and conditions of this application.

Signature \_\_\_\_\_  
ApplicantInstitutional Approval \_\_\_\_\_  
Department Chair signature for DHMC PIs;  
Office of Sponsored Projects signature for Dartmouth College PIs**NOTE:** Human Subjects or Institutional Animal Care and Use Committee approval must be on file prior to release of funds. See page 3, sections F and G for details.

**HITCHCOCK FOUNDATION**  
LEBANON, NEW HAMPSHIRE 03756

Policy and Guidelines For Research Grants

A research grant from the Hitchcock Foundation represents a joining of interests on the part of the Hitchcock Foundation and the grantee in the pursuit of a common objective "to aid and advance the study and treatment of human ailments and injuries."

I. General Information

- A. **Scope:**  
The Foundation accepts applications for both biomedical and general health research.
- B. **Eligible Investigators:**  
Each proposal must have a principal investigator (PI). All health and biomedical professionals, including physicians, nurses, therapists, administrators and other members of the Dartmouth-Hitchcock Medical Center and Dartmouth College academic community are eligible to apply. To provide continuity, people with temporary or term appointments (e.g. house officers, post-doctoral fellows, medical students, graduate students) who wish to apply must have a co-investigator who is a member of the permanent staff or faculty of Dartmouth-Hitchcock Medical Center or Dartmouth College. The co-investigator will be responsible for the final report if the PI is unable to complete it. An investigator (PI or co-investigator) may submit only one application per grant cycle.
- C. **Priorities for Funding:**  
The Foundation particularly encourages applications from investigators who are early in their research careers. Special consideration will be given to applications for clinical and immediately pre-clinical research.
- D. **Deadlines:**  
Awards are made twice each academic year. Applications must be emailed as a single PDF to [Jennifer.K.Reining@Hitchcock.org](mailto:Jennifer.K.Reining@Hitchcock.org) with a copy to [Karen.E.Jones@Hitchcock.org](mailto:Karen.E.Jones@Hitchcock.org) and received no later than 12:00 noon on the deadline date. Please also provide three paper copies by interoffice mail (it's ok if the paper copies arrive by close of business or next business day). No late applications will be considered. Current deadlines are available on the Hitchcock Foundation website. Applicants will usually be notified of the Trustees' decision within 10 weeks of the submission deadline.
- E. Awards are approved for a period of one year. Requests for extension should be sent to the Hitchcock Foundation Executive Director.

II. Conditions

- A. In accepting a research grant, the PI accepts responsibility for using funds for the purpose set forth in the application. Prior approval is required for changes

that materially alter the scope, methods or objectives of the original grant. Proposed revisions should be sent to the Hitchcock Foundation Executive Director.

- B. If the PI relinquishes or expects to relinquish direction of the project, the Hitchcock Foundation must be notified immediately. The grantee may request that the grant be terminated, in which case a terminal progress report and expenditure report must be submitted within 30 days. Following a termination request, further expenditures may not be made without prior approval from the Foundation. The grantee may request that the project be continued under the direction of another investigator, in which case, the proposed new PI's CV and other pertinent information should accompany the request.
- C. Research grants shall not be transferred to non-Dartmouth entities.
- D. Title to equipment purchased under Hitchcock Foundation grants shall vest in the PI's department.
- E. If copyrightable material or a patentable invention developed with the support of a Hitchcock Foundation grant produces income, the Hitchcock Foundation shall receive revenue in proportion to its contribution to the development of the material or invention. The level of the Hitchcock Foundation participation shall be consistent with D-H and Dartmouth policies and will be negotiated in good faith among the parties.
- F. **Warm Blooded Animals:** No funds from this award may be used for activities involving warm blooded animals unless experiments are in compliance with Federal Guidelines for Animal Research. Written approval from the Institutional Animal Care and Use Committee (IACUC) is required before funds will be released. If approval is suspended or revoked during the course of the study, the Hitchcock Foundation must be notified immediately. Failure to do so will result in termination of the study and prohibition from receiving further funding from the Hitchcock Foundation.
- G. **Human Subjects:** If the project involves human subjects, written approval from the Committee for the Protection of Human Subjects (CPHS) is required before funds will be released. It is not necessary to submit the protocol to the CPHS prior to submission of the application. If approval is suspended or revoked during the course of the study, the Hitchcock Foundation must be notified immediately. Failure to do so will result in termination of the study and prohibition from receiving further funding from the Hitchcock Foundation.
- H. **Conflict of Interest disclosure for Hitchcock Foundation proposals:** If the proposal is funded, awardees must submit a conflict of interest disclosure pertaining to the proposal via either the Dartmouth Online Disclosure System or the D-H COI system, depending on your paymaster.

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- I. IN THE EVENT THAT THE GRANTEE BREACHES ANY OF THE ABOVE CONDITIONS, THE HITCHCOCK FOUNDATION RESERVES THE RIGHT TO DISCONTINUE PAYMENT OF THE GRANT AND TO REQUIRE THE GRANTEE TO REPAY ANY FUNDS EXPENDED IN CONTRAVENTION OF CONDITIONS OUTLINED IN THIS POLICY.

### III. Budget

- A. It is expected that distribution of costs between categories of expenditures will follow the budget included in the approved application. Transfers between categories of less than \$500 may be made by the grantee without approval if such transfers do not materially change the character or scope of the project.
- B. Project expenses must be incurred within the established project year unless an extension is granted.
- C. Grant funds may be budgeted and used for direct costs including the following:
  1. Salaries of technical and support personnel.
  2. Purchase of equipment.
  3. Supplies, including drugs and services.
  4. Such other specifically authorized direct expenses as may be essential to carry out the project.
- D. Grant funds may not be used for the following:
  1. Salaries for investigators, members of the faculty or professional staff of Dartmouth-Hitchcock Medical Center or Dartmouth College.
  2. Living expenses.
  3. Publication costs.
  4. Public information programs.
  5. Costs of routine patient care.
  6. Costs for travel to scientific meetings except by special approval of the Scientific Review Committee.
  7. Books and publications.

### IV. Payment Procedures

The Hitchcock Foundation will provide a grant account for expenses under this award. The Foundation will maintain the funds within the Hitchcock Foundation and pay expenses as they are incurred.

### V. Publications and Publicity

Investigators are expected to make results of the research available to the scientific and/or medical communities and to notify the Foundation of publications resulting from or related to their grants. Acknowledgment of Foundation support should be made when findings are reported to scientific audiences or scientific journals or when publicity is given to a project.

## VI. Limitations

- A. Amount of funds awarded will not exceed \$40,000. Graduate students may apply for amounts up to \$1,000.
- B. Proposals that require funding from both the Hitchcock Foundation and an additional source will be accepted but evidence of supplemental support should accompany the application. Funding received from all sources may not exceed 100 percent of budget.

## VII. Final Report

Within 60 days of the one year anniversary of the award, the PI will be responsible for submitting a final research project report. In addition, a summary in lay language is required. Please include a certification signed by the PI and his/her department chair indicating whether the time, effort and resources described in the funded application were actually committed to the project. If time and resources were not devoted to the project as planned in the application, please describe the deviations and why they occurred. Failure to submit these final reports within the prescribed time may make the investigator ineligible for future Hitchcock Foundation funding.

## VIII. Research Application Protocol

### A. Types of Projects:

1. Small projects are those with a total budget of \$1,000 or less. In general, the length of the combined Introduction and Methods sections should not exceed 2 pages single-spaced. It should include a testable hypothesis and sufficient information to permit a reasonable judgment regarding its merits. CV for the PI and co-investigators must be attached.
2. Large projects are those with a total budget of \$1,001–\$40,000. Applications for such projects should adhere to the following outline:
  - a. Brief description in lay language of the proposal and its relevance to health care to be used for announcements and publicity.
  - b. Abstract. A brief summary of the research hypothesis and means by which it will be tested.
  - c. An introduction to the problem which should include a concise review of the pertinent literature, a clear statement of the problem and the specific aims of the proposal, and a brief explanation of the relevance of the work to biomedical research. Any preliminary data or relevant previous studies by the investigators should be discussed here.
  - d. A description of the experimental protocol, methods and statistical analysis. The work proposed should be appropriate in scope to the budget and the one year period of the award. In general, the length

of the combined Introduction and Methods sections should not exceed 5 pages single-spaced.

- e. References as appropriate.
  - f. Facilities available. Identify where the work will be done; describe essential equipment and confirm that it will be available.
  - g. If there is more than one investigator, individual responsibilities in the project must be outlined. Please enclose a letter of support from co-investigators or other key personnel whose participation is necessary for the completion of the study.
  - h. Budget and budget justification. (NOTE: It is the responsibility of the primary investigator to secure the most favorable prices for tests and procedures included in the proposal – not third party reimbursement rates.)
  - i. CVs of PI, co-investigators and key personnel. Do not exceed 3 pages each. Please limit publications to the past 5 years.
  - j. Other funding sources approached for this application.
  - k. Plans for applications to be submitted to other funding agencies based upon work done under this protocol.
- B. All applications must be signed by the applicant and the appropriate department chair.
- C. The cover sheet must be the first page of the application. If you're including a cover letter, it should go under the cover sheet. Awards are made twice each academic year. Applications must be submitted by email to Jennifer.K.Reining@Hitchcock.org with a copy to [Karen.E.Jones@Hitchcock.org](mailto:Karen.E.Jones@Hitchcock.org) and received by 12:00 noon on the deadline date. Please also provide three paper copies by interoffice mail (it's ok if the paper copies arrive by close of business or next business day).
- D. Applications that do not follow the guidelines outlined above will not be considered.