
March of Dimes (MOD)

Research Grants

<http://www.marchodimes.org/researchForms/PoliciesAndProcedures.htm>

The following are general guidelines for this agency. **Please see Notice of Grant Award for specific terms & conditions.** The Principal Investigator is responsible for ensuring that all requirements are met. The Office of Research Services will assist the Principal Investigator in accomplishing this.

General:

The ultimate aim of research supported by the March of Dimes Birth Defects Foundation (hereinafter referred to as MOD) is prevention of birth defects. Grants are made by the Board of Trustees of the MOD acting on the recommendations of the President and the appropriate Research Advisory Committee. MOD reserves the right to cancel a grant for cause at any time and require the return of funds. Grants are awarded to qualified institutions to support research on birth defects. In considering grant applications, the MOD takes into account: Purpose of the research program and plan of study submitted; Qualifications, experience and abilities of the applicants; Facilities available.

The MOD reserves the right to modify or amend its policies governing grants. The grantee agrees to abide by any changes or to terminate the grant at the time when such changes become effective. Failure to abide by the policies governing grants or amendments shall be considered sufficient grounds for cancellation of a grant or a refusal to consider any pending application by the grantee.

Applying for Funding:

- Research programs and instructions can be found on the MOD website.
 - Most programs require a letter of intent.
 - An application submitted for a two- or three – year period should contain a detailed budget. Although program content may be approved for two or three years, funding is authorized for only one year at a time.
 - Funds will be authorized to continue a program for the second or third year on receipt of a summary of the work accomplished and a completed signature page and budget for the second or third year. Second or third year non-competitive renewal is conditional on progress and availability of funds.
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Renewals:

All current grants are subject to competitive renewal upon application by the Principal Investigator. Successful applications are limited to four renewals, i.e., to funding for a period of 12 years for the successful project and its continuation.

Special Considerations:

All inventions made with the support in whole or in part by this grant must be reported at the earliest practical time to the MOD. The grantee agrees to notify the MOD immediately of the decision to apply for letters of patent or other legal protection for intellectual property. The MOD agrees to keep all information regarding such applications confidential. The MOD reserves the right to share in any proceeds from an invention or discovery developed under this grant. This right shall include the sharing of licensing fees and royalties. Should the MOD choose to assert this right, the MOD's expectation is to share in any license fees and royalties (net of costs) from the patent on a pro-rata basis. The numerator of the sharing formula shall consist of the fees and royalties, less the grantee's expenses and disbursement of patenting and such other costs, taxes, or expenditures as may be necessary or required by law. The denominator shall consist of the proportionate contributions of the MOD and other funding organizations and grantors that choose to assert their respective rights, as well as direct and indirect support, provided to the grantee. All reasonable administrative and overhead expenses of the grantee institution shall be factored into the calculation of indirect support. Because the MOD funds scientific research in order to further its mission, any patent and royalty revenue received by the MOD will be reinvested into its research program.

Budget Considerations & No Cost Extensions:

Transfer of funds into, within, and out of an approved line item is permitted up to 20 percent of the approved category amount. Requests for revisions exceeding 20 percent should be received three months prior to the termination date of the grant. Such transfers may not increase **SALARIED PERSONNEL**, or **TRAVEL**.

ANY purchase of permanent equipment not authorized in the original budget must have prior approval.

The MOD reserves the right to a refund, on demand, all grant funds that have been expended in unauthorized ways. The grantee institution is responsible for any unauthorized or excessive expenditures made.

An extension, without supplemental funds, of the termination date of a grant will be considered by the MOD on written request by the Principal Investigator. It must be requested at least three months prior to the termination date of the grant.

Other Administrative Actions:

Acceptable direct cost items – **Travel** – Not to exceed \$1,000 to attend scientific meetings. Any travel must be directly relevant to the MOD research grant.

INDIRECT COSTS limited to 10% of the TOTAL DIRECT COSTS.

Grant Budget Items That are Not Allowable:

- Salary for the Principal Investigator or participants **with faculty appointments**.
 - Construction, alteration, maintenance or rental of buildings or building space.
 - Computer equipment, office equipment and furniture.
 - Dues for membership in scientific societies.
 - Office supplies including mail/postage costs; copying costs; telephone, fax or modem line costs.
 - Tuition.
 - Publication costs.
 - Books and Journals.
 - Service contracts.
 - Waste disposal.
 - Glassware washing.
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Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements.

Carryforward:

For grants with multiple year program content and funding approval the funds should be spent over the whole two or three year period. At the end of each year, an interim accounting report should be submitted and unexpended funds should not be returned until the end of the last year of the grant. For grants where funding is for one year only, (program content may be approved for multiple years), the account should be closed out with a final accounting report submitted. Unexpended funds should be returned. (A no-cost extension may be requested on these grants to utilize unexpended funds, but the funds may not be carried over to the next grant period.)

Other:

If human subjects are used in the proposed study, a certification form must be provided to the MOD indicating that the Institutional Review Board has approved the proposed study.

A sample of the form approved by the grantee institution for the purpose of obtaining informed consent must be submitted with the application.

If animals are used in the proposed study, a certification form must be provided to the MOD indicating that appropriate precautions have been taken to assure that proper treatment, care and humane conditions have been provided.

Funding:

Payments to the grantee institution are made in two payments with the first payment at the start date of the grant. The MOD will withhold a payment pending receipt of the certificates of approval for use of human subjects and/ or animals in research, if applicable, and submission and acceptance of outstanding accounting reports and progress reports for the time period of the grant.

Invoicing Requirements:

Generally - No invoicing required.

Financial Reporting Requirements:

A detailed accounting report of expenditures is required to be submitted to the MOD, on forms furnished by the MOD, within **90** days after the termination date of the grant. Both interim and final accounting reports are required. Periodic interim accounting reports may be requested by the MOD.

All unexpended funds must be returned to the MOD along with final accounting report (see carryforward for more details).

When a grantee has more than one grant from the MOD, excessive expenditures in one grant may not be offset by unused funds in another.

Payments to institution for ensuing grants will be contingent on receipt of any outstanding final reports and refunds applicable.

The MOD reserves the right to audit the institution's financial records pertaining to the grant.

Non-Financial Reporting Requirements:

Periodic progress reports will be requested. Each grantee must furnish the MOD with one reprint or copy of any publication sponsored in part or in full by the MOD.

Non Financial Closeout:

Final progress report is required.

Last updated: 08/22/03 PC/ap