CLL Global Research Foundation

Application Checklist

(Do not include with application.)

[ ]  All administrative signatures have been completed.

[ ]  Scientific and lay abstracts are provided.

[ ]  Budget and justification provided.

[ ]  Certification page completed. Human Investigation, Laboratory Animals and Biohazard Statements included in appendix, where applicable.

[ ]  Milestones and expected completion dates provided.

[ ]  Research Plan (not to exceed 6 pages.)

[ ]  Biographical sketch (using standard NIH format) for all key personnel are provided. For each individual, the biosketch does not exceed five pages. (A detailed list of other research support, both current and pending, is provided.) The biographical sketch appears after the research plan and before the appendix.

[ ]  Appendix and list of attachments is included.

If you have any questions, please contact Sam Pace at mcpace@cllglobal.org or (832) 289-8522.

|  |
| --- |
| CLL Global Research FoundationApplication Cover Sheet |
| Application Title:       |
| Investigator Last Name:        | First Name:       | Degree:       |
| Institution:       |
| E-mail Address:       |
| Funding requested: $      |
| Does the grant involve human subjects? [ ] Yes [ ]  No | If yes, exemption number or IRB approval date:     Assurance compliance number:       |
| Does the grant involve vertebrate animals? [ ]  Yes [ ]  No | If yes, IACUC approval date:      or Animal Welfare Assurance number:       |
| **Research Administrator:**Last Name:        | First Name:       |
| Title:        | E-mail:       |
| Telephone:        | Fax:       |
| **Fiscal Officer:**Last Name:        | First Name:       |
| Title:        | E-mail:       |
| Telephone:        | Fax:       |
| **Declaration:**The undersigned reviewed this application to the CLL Global Research Foundation and are familiar with the policies, terms and conditions pertaining to this grant. We accept the obligation to comply with all such policies, terms and conditions. |
| **Applicant:**Name:        | Signature:  | Date:      |
| Authorized Institution Officer:Name:        | Signature:  | Date:      |

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Scientific Abstract page 2

Scientific Abstract: Abstract should be limited to 300 words and should address in some detail the working hypothesis or question to be addressed, the scientific rationale and experimental design. (The abstract should be identical to that submitted with the letter of intent if one was submitted).

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Lay Abstract page 3

Lay Abstract: Abstract should be limited to 300 words and should address in some detail the working hypothesis or question to be addressed, the scientific rationale and experimental design. Please use lay language.

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Budget page 4

|  |  |  |
| --- | --- | --- |
| Category |  | Amount requested |
| Personnel Expenses (name, project role) | Percent effort |  |
|       | 100% | $ |
|       |      % | $      |
|       |      % | $      |
|       |      % | $      |
|       |      % | $      |
| Subtotal Personnel Expenses |  | $      |
| Equipment (itemize)      |  | $      |
| Supplies and Materials (Itemize by Category)      |  | $      |
| Travel Expenses |  | $      |
| Other Direct Expenses (Itemize by Category)      |  | $      |
| Total Direct Costs |  | $      |
| Indirect Costs (maximum of 5%) |  | $  |
| **Total Costs (Direct + Indirect)** |  | $      |

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Budget Justification page 5

Provide Justification for each item in the budget listed on page 4. The budget justification should provide a clear and concise explanation for all cost items.

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Certification page 6

Human Materials or Subjects (Please check one.)

[ ]  The proposed project involves the use of human materials or subjects and has received approval from the IRB. The appendix includes a copy of the IRB approval letter.

[ ]  The proposed project involves the use of human materials or subjects and IRB approval is pending.

[ ]  The proposed project does not involve the use of human materials or subjects.

Laboratory Animals (Please check one.)

[ ]  The proposed project involves the use of laboratory animals and has received approval from the IACUC. The appendix includes a copy of the IACUC approval letter containing the date and assurance number).

[ ]  The proposed project involves the use of laboratory animals and IACUC approval is pending.

[ ]  The proposed project does not involve the use of laboratory animals.

Biohazards (Please check one.)

[ ]  The proposed project involves the use of biohazards and an institutional statement of assurances regarding potential biohazards and safeguards is attached in the appendix.

[ ]  The proposed project does not involve the use of biohazards.

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Milestones page 7

For each proposal, there should be a minimum of three major milestones along with expected completion dates (up to 2 years.)

|  |  |  |
| --- | --- | --- |
| Date | **Milestone (brief description)** |  |
|       |       | \* |
|       |       | ^ |
|       |       | ^ |
|       |       | ^ |

 \* 1st year

^ 1-2 yearsCLL Global Research Foundation

Research Plan page 8

The proposal should include aims of the study, background, preliminary data, a statement of significance to individuals with CLL, methods and protocol/study design. (Attach additional pages as necessary; **research plan not to exceed six pages.**)

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|       |