

THE TED NASH LONG LIFE FOUNDATION

GENERAL INFORMATION AND INSTRUCTIONS

GENERAL POLICY

The general policy of The Ted Nash Long Life Foundation is to support medical research at the Mayo Clinic and at seven medical schools (“Qualified Grantee Institutions”) within the State of Texas with the hope that the results of the research will eventually extend the life expectancy of the average American.

APPLICATION FOR GRANTS

Applications are restricted to the Mayo Clinic and the following medical schools located in the State of Texas: The University of Texas Health Science Center at Houston, The University of Texas Medical Branch at Galveston, The University of Texas Health Science Center at San Antonio, The University of Texas Southwestern Medical Center at Dallas, Texas Tech University Health Science Center, Baylor College of Medicine and Texas A&M University Health Science Center (hereinafter “Qualified Grantee Institution”). Research under a Ted Nash Long Life Foundation grant should be conducted under the leadership of a “Principal” who is a full-time regular faculty member with tenure or is on tenure track. Applications for up to two years of support may be submitted at any time but must be received by October 15, 2020 (*not post-marked*), to be considered for the next grant year, December 1 - November 30. Only one proposal may be submitted naming a particular Principal.

The Foundation will respond to all grant applications. Awards will require formal acceptance by the grantee institution of the Foundation’s award letter and all terms and conditions stated in these Research Grant Program Guidelines.

The application should include one original of the following information on 8 1/2” x 11” paper (single-sided preferred):

1. Cover page with scientific summary.
2. Description of the project. Cover the background and the approach of the research proposal of the principal investigator. The proposal must be clear, readily legible, and conform to the following requirements: (a) the font size must be 12 points or larger, (b) line spacing must be at least single-spaced, and (c) margins must be at least an inch in all directions. This section should be no more than five pages including any exhibits. Bibliography and references are not included in the five page limitation. These guidelines establish the minimums required. Principal investigators are advised that readability is of paramount importance and not being in compliance with these guidelines may be grounds to return the proposal without review.
3. A letter from the Principal to the Qualified Grantee Institution agreeing to abide by the terms and conditions of the grant.
4. Bibliography of the principal investigator. List all of the papers published by the principal investigator in refereed journals within the last 24 months and selected papers published within the last five years most pertinent to the proposed project. Also, list the current grant support provided to the Principal Investigator.
5. A letter from the grantee institution stating that the principal investigator is a full-time faculty member with tenure or is on tenure track.

6. Detailed budget for two (2) years. The initial grant amount should not exceed \$100,000.00 per year for two (2) years.

FUNDS MAY BE REQUESTED ONLY FOR THE FOLLOWING DIRECT EXPENDITURES IN ACCORDANCE WITH THE FOLLOWING GUIDELINES:

1. STIPENDS, FELLOWSHIPS AND SCHOLARSHIPS

- a. Faculty research stipend for the Principal, not to exceed a total of \$10,000 per year.
- b. Postdoctoral fellowships should be set by the Qualified Grantee Institution. If there are no amounts set by the Qualified Grantee Institution, then the payments for Postdoctoral fellowships may not exceed \$60,000 per year or \$5,000 per month. Appointments should normally be for 12 months and, at least initially, for not less than three months.
- c. Graduate fellowships should be set by the Qualified Grantee Institution. If there are no amounts set by the Qualified Grantee Institution, then the payments for Graduate fellowships may not exceed \$54,000 per year or \$4,500 per month. Appointments must cover at least one meaningful period such as an academic year, semester, quarter or summer, and where possible, a whole year.
- d. Undergraduate scholarships, up to \$18,000 per year. Rates may not exceed \$1,500 per month. Appointments must cover at least one meaningful period, as described above.

2. PERMANENT SCIENTIFIC EQUIPMENT

Items with at least one-year useful life expectancy and costing \$5,000 or more each.

3. EXPENDABLE SCIENTIFIC ITEMS, SERVICES, AND EQUIPMENT MAINTENANCE (not itemized)

During the grant performance period it will be necessary for the Qualified Grantee Institution to maintain a record of actual expenditures, by category, for inclusion in the annual Financial Statement.

4. PUBLICATION EXPENSES

Preparing and publishing the results of research accomplished under the grant, including page charges, reprints, and necessary illustrations, charts, graphs, etc.

5. TRAVEL

Travel by the Principal and the fellowship or scholarship recipients under the grant, relating to the research. Total expenditures should not exceed \$3,000 per grant year.

Grant funds for direct expenditures may be utilized for any proper purpose beneficial to the research and not specifically excluded by the Foundation. Any expenditure outside of these guidelines may result in a request for refund. The following are specifically **EXCLUDED** as direct expenditures:

1. General office supplies, equipment, or expenses.
2. Building construction, alteration, renovation, rent, or utilities.
3. Personnel expenses, other than stipends, fellowships, and scholarships as detailed above.
4. Consultant fees and/or related expenditures.
5. Student tuition or fees.
6. Membership dues.
7. Overhead.
8. Fringe benefits

RESPONSE TO APPLICATIONS

The Foundation will respond to all grant applications. Awards will require formal acceptance by the Qualified Grantee Institution of the Foundation's award letter and all terms and conditions stated in these General Information and Instructions.

ADMINISTRATION OF GRANTS

Grant funds for direct expenditures may be utilized for any proper purpose beneficial to the research and not specifically excluded by the Foundation. The Qualified Grantee Institution is responsible for maintaining continuous control over the grant funds. The Directors of the Foundation will review the progress of the research on at least an annual basis.

PAYMENT OF GRANT FUNDS

Grant funds for direct expenditures as detailed under the application for grants section, will normally be paid by the Foundation on or before the 1st day of December, prior to each grant year (a grant year runs from December 1 through November 30).

REBUDGETING

An Amended Budget Request is required when an unexpended balance from a preceding year is carried forward to the following grant year, or when supplementary funds are awarded by the Foundation, or whenever it is seen that requirements in any of the first four budget categories may change from the approved amount by \$10,000 or more. Any Amended Budget Request which involves a change in a category of \$10,000 or more, or an unexpended balance carry forward of more than \$10,000 must be accompanied by a letter from the Qualified Grantee Institution explaining the circumstances and the need.

APPOINTMENTS

The purpose of the Ted Nash Long Life Foundation postdoctoral and graduate fellowships and undergraduate scholarships is to fund medical research education that will extend the life expectancy of the average American. All fellowships and scholarships must have an appropriate official appointment at the Qualified Grantee Institution. None may be jointly appointed with other external funding, but their fellowships/scholarships may be supplemented with institutional funds. There shall not be any employer-employee relationship between the Foundation and the Principal or recipients of appointments under Ted Nash Long Life Foundation grants. The Principal or recipients of appointments can be employees of the Qualified Grantee Institution.

CONTROL OF RESEARCH

The conduct and supervision of all research performed under a Foundation grant shall be within the exclusive control of the Qualified Grantee Institution. In accepting a grant, the Qualified Grantee Institution agrees to assume the entire responsibility for directing the details of the research, for taking any necessary precautions for protection of persons and property, for the proper operation and maintenance of all equipment employed in research activities, and for the safe disposal of any hazardous waste materials.

EQUIPMENT

Title to all equipment purchased with Foundation grant funds shall be in the name of the Qualified Grantee Institution.

ABSENCE OF PRINCIPAL

If a Principal expects to be away from the Qualified Grantee Institution for an appreciable period of time, the Foundation must be informed in advance. The grant will become inactive unless the grantee institution submits a revised proposal acceptable to the Foundation demonstrating that the grant will remain under the full control of the grantee institution.

TRANSFER OF PRINCIPAL

If a Principal transfers from the Qualified Grantee Institution and if no successor Principal is named by the Qualified Grantee Institution and approved by the Foundation, normal closeout procedures are to be carried out at the Qualified Grantee Institution with respect to the grant. A new grant proposal may be submitted by any Qualified Grantee Institution to which a Principal has transferred. The Foundation will bear no cost of any such transfer.

REPORTS REQUIRED BY JANUARY 31 OF EACH YEAR (BEGINNING ON THE 31ST DAY OF THE 13TH MONTH AFTER THE FIRST GRANT IS PAID)

1. A Progress Report to include the following:
 - a. A brief summary of current investigations and results since the beginning of the current grant.

- b. A list of publications, in which the Principal is the author or co-author, that meet the following three criteria: (1) Refereed or invited articles that have appeared in print or have been officially accepted for publication; (2) have acknowledged The Ted Nash Long Life Foundation's support; and (3) have not previously been reported to the Foundation and listed in the Supplemental Annual Report.
 - c. Two reprints of each publication listed, plus any others for which reprints were not previously furnished to the Foundation.
 - d. A list of current financial support being received by the Principal Investigator.
2. A Financial Statement covering the last completed year (December 1 - November 30). All amounts should be reported on a cash basis. A financial statement which has an unexpended balance carry forward and/or a change in category of more than \$10,000 must be accompanied by a letter explaining the circumstances and the need.

TERMINATION OF GRANTS

Aside from the normal termination at the end of the grant period, the unexpended part of the grant may be cancelled for cause, for example, if progress toward the objective of the grant is not being made satisfactorily or if the Qualified Grantee Institution or the Principal are not in compliance with the terms of the award letter.

The following shall be forwarded to the Foundation within 60 days after the termination of a grant for any reason:

1. A final Progress Report.
2. A final Financial Statement.
3. A refund of the unexpended balance.

PROPRIETARY RIGHTS

One of the principles laid down by the Foundation is that all discoveries and inventions resulting from the activities of the Foundation shall be made available to the public for public use. Such discoveries, inventions or other innovations shall be owned by the Qualified Grantee Institution and shall be made available to the public in accordance with Qualified Grantee Institution's policy and goals, including diligent commercialization. The Qualified Grantee Institution agrees to disclose to the Foundation any innovation invented solely from the Foundation sponsored project, and to consult with the Foundation prior to commercialization. Any royalties earned from the commercialization of such innovation shall accrue to the Qualified Grantee Institution. Any innovation disclosure shall be considered confidential by both the Qualified Grantee Institution and the Foundation. Any publicity of an innovation shall occur only after consultation and agreement between the Foundation and the Qualified Grantee Institution. However, any publication by the Qualified Grantee Institution in scientific media with appropriate credit to the Foundation is acceptable without such consultation. In addition, the background section of any patent application filed on an invention made with the assistance of the Foundation grant shall include an acknowledgement referencing the Foundation and stating that the development of this invention was funded in part by the Foundation.

DOCUMENTATION

As a condition of a grant, all documents in connection with a grant must be signed by persons authorized by the institution to sign such documents. In addition, all documents in connection with a grant may be signed in multiple counterparts and delivered by facsimile, email, U.S. mail, or otherwise, each of which signatures shall be deemed an original.