



NKF MEDICAL RESEARCH GRANT APPLICATION GUIDELINES

Thank you for your interest in medical research grants from the National Kidney Foundation of Malaysia (NKF). The attached guidelines will provide you with a brief introduction to the goals and policies of NKF, and lists the specific information required when submitting a proposal.

I. Statement of Research Grant Policy and Procedures

The National Kidney Foundation of Malaysia awards grants to applicants who seek to conduct research related to Chronic Kidney Disease (CKD) and End Stage Renal Disease (ESRD).

II. Application Guidelines

The following general guidelines apply to NKF research grants:

- Principal investigators must hold masters positions or beyond.
- Proposed projects must have specific relevance to NKF, and show promise for contributing to the scientific advancement in this field of study.

III. Funding Guidelines and Limitations

1. Projects will ordinarily be funded for a period of one to two years. Under exceptional circumstances, funding will be continued for a third year of the project.
2. Grant awards will be provided in amounts up to RM 100,000 per year.
3. Payment will be made on a quarterly basis at the beginning of each quarter, with the exception of the final quarter of each year of the grant, which will be paid within thirty days receipt and approval of the year-end report as specified in Section VI below.
4. NKF reserves the right to withhold payment at any time pending resolution of any discrepancies in the use of funds, and/or if the specific aims are not met, all as set forth in the grant proposal and any revisions required thereto by NKF prior to acceptance and approval.
5. Awards may not be contributed to a unified or pooled fund that will be used to award grants or support other projects.
6. Grants are awarded on the basis of the content of the proposal, as well as the specified Principal Investigator and sponsoring institution. If the principal investigator(s) terminates his/her affiliation with the institution identified in the grant award, and wishes to continue the project at another qualified sponsoring institution, the principal investigator must notify NKF in writing. NKF reserves the right to require resubmission of the grant with the appropriate changes in staff and/or venue, and NKF reserves the right to reject such a change.
7. If the principal investigator(s) wishes to discontinue the project prior to completion, he/she must notify NKF in writing within sixty days of termination of work on the project. The original institution identified in the grant award shall have the opportunity to identify another principal investigator(s) within sixty days of notification. NKF reserves the right to require resubmission of the grant with the appropriate changes in staff and NKF reserves the right to reject such a change. If the original institution does not wish to continue the project, the remaining funds from the grant award as of the date of termination of work on the project must be returned to NKF.
8. The following will not be funded:
 - Overhead or indirect costs
 - Collaborator salaries
 - Salaries or stipends for students
 - General institutional expenses
 - Religious, political, or other research that does not fall within NKF's areas of interest, as described above
 - Journal subscriptions, advertisements, tuition fees, professional society dues, meals, receptions, or parking fees

IV. Processing of Grant Applications

Grant applications will be accepted and considered any time of the year. The NKF Medical Research Committee will review each proposal and present its recommendations to the Board of Governors, whose decisions on awards are final. The Board of Governors will consider proposals at their Board meetings. There will be no deadline for applications to be considered. Notification of accepted and denied proposals will be made within two weeks of the Board of Governors meeting. For approved awards, the grant period will begin within three months.

V. Detailed Application Instructions

Guidelines for completing proposals are described below. Submission of an incomplete application will result in a delay in review or non-consideration. Due to administrative resources, only proposals written in the English or Bahasa Malaysia will be considered.

a. Format:

- Maximum length is ten one-sided pages, single-spaced, using a standard 12-point font (information page, documentation, budget information, project personnel, funding history, references, diagrams and drawings are not included in the 10-page limit)
- Number each page consecutively
- Include principal investigator's name on each page as a header
- Abbreviate only after complete wording has been provided
- Use standard black type that can be photocopied
- Black and white diagrams and drawings are recommended

b. Content:

The proposal should describe the rationale and potential importance of the project, and should include the specific aims and research design and methodology. Summarize previous relevant work with progress to date. Include sufficient detail in a concise manner to facilitate evaluation of the proposed work. Reviewers will consider brevity and clarity of the proposal to be indicative of a focused approach to a research objective and the ability to achieve the specific aims of the project.

The application should include the following items:

I. Principal Investigator Information Page

- A. Name of organization:** Provide the name of the organization
- B. Title of project:** Choose a title that is descriptive and specific, not general
- C. Principal Investigator:** Provide name and relevant title(s)
- D. Contact information:** Provide mailing address, telephone number, fax number, and e-mail address
- E. Specific amount requested:** Indicate the total Ringgit amount requested from NKF for the first year of the application.

II. Project Description

- A. Abstract:** Provide a project summary that addresses the following: What problem does the project address? Why is the work important to patients with CKD and ESRD? How will the project be accomplished? Signify up to eight key words in bold lettering.
- B. Specific aims:** List the project's objectives and describe concisely the specific goals of the research, including any hypotheses to be tested. One page is recommended.
- C. Background and significance:** Briefly outline the background of the proposed project. Include a critical evaluation of previous research and existing knowledge, and specifically identify the gaps that the project is intended to fill. State explicitly the importance of the proposed research by relating the project's specific aims to the medical issues of CKD and ESRD patients. Two to three pages are recommended.
- D. Preliminary studies:** For new applications, a report of the principal investigator's preliminary studies is recommended.

- E. Research design and methods:** Describe the research design and methodology that will be used to accomplish the project's specific aims. Include the means by which data will be collected, analyzed, and interpreted. Describe facilities, laboratory space, and major equipment that are pertinent to the project. Describe any new methodology and its advantage over existing techniques. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the project's aims. Provide a tentative sequence or timetable for the project. Describe any procedures, materials, or situations that may be hazardous to personnel and the planned precautions to be exercised.
- F. Human subjects:** Regulations require that all institutions establish and maintain appropriate policies and procedures for the protection of human subjects. If applicable, briefly describe the population of subjects involved in the project, the process for informed consent, and the means by which protection will be ensured. Provide proof of current or pending project approval by an Institutional Review Board or similar oversight committee.
- G. Animal studies:** All proposals must conform to regulations for the safe and humane treatment of animals. If applicable, briefly describe the animals to be studied, and measures to minimize pain and discomfort.
- H. Budget:** Provide a detailed budget for Year One and, if applicable, Year Two of the project.
- I. Budget justification:** In narrative form, provide justification for the following budget items: salary and benefits for the principal investigator and other project personnel; travel, printing/publications, consultant costs, patient care costs; and equipment and supplies.
- J. Project personnel:** Provide the name, title, and role of any individual who will be involved in the project, including the principal investigator. Indicate the percent effort that each person is expected to devote to the project.
- K. Funding history:** If applicable, indicate the amount and granting organization for any other sources of funding for the proposed project. For the principal investigator, provide a list of current funding support as well as awards received in the past five years.
- L. Letters of reference:** For principal investigators, who are at the assistant professor level or below, provide two sealed, confidential letters of reference on behalf of the principal investigator.
- M. Institutional support:** Provide a letter of institutional endorsement of the project, signed by an appropriate official and the institution's business manager or fiscal officer. Provide contact information for each.

c. Submission

Submit the original and nine unstapled copies of the completed application, as well as a copy of the proposal on a 3.5" IBM-formatted floppy diskette. Mail materials to:

The National Kidney Foundation of Malaysia,
70, Jalan 14/29, 46100
Petaling Jaya, Selangor

Please do not submit applications via fax or e-mail.

d. Acknowledgement of Receipt

NKF will acknowledge receipt of proposals by mail within fourteen days. Applications will be reviewed for completeness within thirty days of receipt, and then will be forwarded to the Medical Research Committee. Applicants submitting incomplete proposals will be notified by mail and applications will be held on file pending receipt of all required documents.

VI. Responsibility of Recipient

The recipient of any grant award from NKF must use the funds for the specific purpose for which they were originally intended in the grant application. NKF requires that a detailed accounting of all funds be submitted within 60 days of the end of the first year of the project's beginning, and within 60 days of the end of each subsequent year. Any funds not used in the manner specified above must be returned to NKF. Principal investigators may apply for an extension of time to use remaining funds at the end of the grant period. For two-year grant awards, funds not used in the first year will be available for use in the second year if written approval is obtained from NKF. Additionally, each principal investigator shall submit an annual progress report on the project. Finally, the grant recipient and institution are expected to agree in writing to the terms of the Grant Agreement Form.

I agree to these terms as set forth above:

Principal Investigator Date:

For the Institution Date:



THE NATIONAL KIDNEY FOUNDATION OF MALAYSIA, GRANT AGREEMENT FORM

(To be signed and submitted after grant is awarded)

In accepting a Grant from The National Kidney Foundation of Malaysia, (NKF), the principal investigator and the grantee institution assume an obligation to expend grant funds for the research purposes set forth in the application and to affirm that there is no duplicate funding for these purposes. The principal investigator and grantee institution will promptly notify NKF of activation or funding of any application for support to which NKF support is alternative.

Grant Period: The initial date of the grant period is the earliest that funds may be obligated or expended. Termination date of the award will be the date indicated in the original notification letter or the date provided by an authorized extension. Termination date of the award is the latest that funds may be expended except to liquidate authorized obligations.

The grantee institution is obligated to administer the grant in accordance with the regulations and the policies governing the Grant programs of NKF or, where not specified, consistent with the policies and practices of the grantee institution. The fiscal officer of the grantee institution will provide an Expenditures Report co-signed by the principal investigator within 60 days after termination of each fiscal year of the award. The fiscal officer of the institution will agree to make available to representatives of NKF, following due notice, accounting records of disbursements made from NKF's grant funds.

Every six months during the grant period, the Principal Investigator shall submit a Progress Report of his/her technical accomplishments and activities and a financial report, and in the final year a list of articles published or accepted for publication plus a summary of the research results. The final quarterly payment for each grant year will be withheld pending receipt and approval of all required reports. This sum will revert to NKF in the event the reports are not received and approved within 6 months following the report due date.

Results of research will be made freely available to the public through appropriate scientific channels and all publications will bear the statement: "THIS WORK WAS SUPPORTED BY A GRANT FROM THE NATIONAL KIDNEY FOUNDATION OF MALAYSIA." The investigator will not permit release of any publicity regarding the award or the research without advance clearance from NKF.

Permission for a transfer must be authorized by NKF in advance or the grant will terminate on the date the principal investigator leaves or ceases to work at the institution at which the grant was awarded.

NKF does not fund scientific research that involves the use of human fetal tissue. With respect to human and animal experimentation, the Executive Officer of the sponsoring institution and the principal investigator affirm: that the investigations which might involve human subjects have been endorsed by a committee on clinical investigation, or other clearly designated appropriate body, of the sponsoring institution; and that any research involving human subjects will conform ethically with the guidelines prescribed, including the provision of suitable explanation to human subjects or their guardians concerning the experimental design and all significant hazards, so that they may be in a position to provide appropriate informed consent prior to the investigations.

The nature of this arrangement is a funding agreement, and no employment or agency relationship is created. The National Kidney Foundation of Malaysia, is not responsible for any claim, judgment, award, damages, settlement, negligence or malpractice arising from the research or investigation related to this award. The institution acknowledges responsibility for the conduct of research or investigations related to this award, and releases The National Kidney Foundation of Malaysia from all claims or liability that may arise from the conduct of research or

investigations related to this award resulting from any act or omission on the part of the institution, its employees, agents, or representatives.

NKF reserves the right to modify the terms or conditions of this contract with six months written notice to the Principal Investigator and the sponsoring institution.

Signature of Principal Investigator Print Name Date

Address: _____

Telephone and FAX Numbers:

Internet E-Mail Address:

Award Period: From _____ To _____

Name of Fiscal Officer preparing Expenditures Report:

Title:

Address: _____

