

International OCD Foundation Research Grant Program Application Guidelines for the 2020 Young Investigator Awards

Award Intent

The IOCDF is grateful for the opportunity to once again offer the Young Investigator Awards to junior researchers investigating OCD and related disorders. The intent of these awards is to support promising young investigators who are developing their careers while pursuing creative and impactful research projects on OCD and related disorders across a range of disciplines.

Funding for the Young Investigator Awards has been generously provided to the IOCDF by the thousands of donors who have contributed to our Research Grant Fund.

Eligibility

Eligible applicants must be current graduate students, or must have completed their residency or their PhD (or equivalent) on or after September 1, 2015. Applicants who are still in training must submit a letter from their mentor with their application. Only research projects that investigate topics in the field of OCD and related disorders (OCD, including pediatric OCD; PANS/PANDAS; hoarding disorder; body dysmorphic disorder) will be considered for funding.

Preparing Your Application

Your application must include the following documents uploaded via the application portal:

- Main proposal document (includes cover sheet, proposal, references, and narrative budget justification)
- Biosketches for the principal investigator and all co-investigators
- Budget Worksheet
- Mentor Letter (if applicable – see eligibility section above)

Main Proposal

Formatting

Your proposal is limited to 5 pages, not including cover sheet, references, and narrative budget. Please use Arial font, size 11, single-spaced, with 0.7 inch margins.

Double-spacing is required between paragraphs. Each paragraph can be single-spaced, as long as there is a double-space between paragraphs.

The cover sheet, references, and narrative budget justification are not counted toward the 10-page limit.

Please upload your proposal as one PDF that includes the following:

1. Cover Sheet

- Include the name, address, phone, fax and email of the Principal Investigator, as well as the name and address of the sponsoring institution.

2. Proposal and References

Your proposal should address each of the following points (unless the point is not relevant to the work proposed):

- Background (prior work making this proposal reasonable and worthwhile). Limit to one paragraph
- Hypotheses that will be tested
- Methods
- Intended use of the results
- Describe how the results will improve our understanding of:
 - The etiology of OCD or a related disorder;
 - The epidemiology or clinical picture of OCD or a related disorder;
 - The pathophysiology of OCD or a related disorder; or
 - The treatment of OCD or a related disorder
- Duration of the proposed study (12 months recommended)
- Describe the funding that has already been obtained for this proposal, and the sources of that funding
- Describe the publication plan
- If the study involves pre-clinical/clinical research, describe how you intend to comply with the IOCDF inclusion policy (see below)
- If the proposed study involves humans, include copies of the Informed Consent and the Institutional Review Board approvals as attachments at the very end of your proposal document. If approvals are pending, please note that fact in your proposal and be prepared to submit approvals for each study site prior to receiving payment
- If the proposed study involves human gene therapy, you must submit a copy of the NIH Recombinant DNA Advisory Committee (RAC) review or waiver of review
- Bibliographic references (not counted toward page limit)

3. Budget Justification

Please attach a narrative budget summary and justification to the end of your proposal as a separate section following your references. The narrative budget justification is described below.

General Budget Information

We require applicants to provide information about their budget in two ways: by including a narrative budget justification an attachment to their main project proposal document, and by completing and uploading a budget worksheet using the supplied Excel template.

Please note that the Young Investigator Award is a maximum \$50,000 grant paid in four equal, quarterly installments. Indirect costs are not awarded.

Allowable Costs / Narrative Budget Justification Outline

Please use the following outline to form your narrative budget justification.

1. Personnel

- a. Please list each member of the project team and their role, regardless of whether a salary will be paid. Please note the percentage of their time that will be spent on the proposed project (percent effort).
- b. For members of the project team who will be paid, please list their salary. To calculate salary, multiply the individual's institutional base salary by their percent effort. This calculation provides the maximum salary that can be requested; a lesser amount may be requested in place of this amount. Fringe benefits may also be requested in accordance with your institution's rate.
- c. Please list consultants in this section, and justify the use of consultants by describing their role in the project, relationships to investigators, and expertise in the field. Please include an estimated total of hours that each consultant will spend working on the project.
- d. If your proposed project is supported by funding from other sources, please detail that support, including personnel whose salaries may be shared.

2. Supplies & Equipment

- a. Please itemize supplies as separate categories (e.g., lab ware, office supplies, or chemicals) and list the total for each amount. If the total budget for any category is over \$500, list examples of items to be purchased and their use. Any single item over \$300 should be itemized individually on the budget worksheet. Please list and describe any durable equipment purchases, the project need they would address, and how durable equipment will be utilized upon completion of your project.
- b. For particularly expensive items (e.g., certain medications), please describe the procurement process that will be used and how cost will be minimized.

3. Travel Expenses

- a. Funds may be requested to cover travel costs for study subjects (e.g., parking or bus fare).The IOCDF does not generally fund travel expenses for personnel, with the exception of expenses related to attending the Annual OCD Conference. If you do request funding for personnel travel expenses, please specify the reason for the travel.

4. Study Participant Recruitment and Advertising
 - a. If requesting funds for study participant recruitment, please describe your recruitment plan and itemize costs by category (e.g., payments to participants, billboard advertising, or radio advertising).

5. Institutional Review Board
 - a. In the event that you require IRB approval from an independent agency that charges for their services, you may include these costs in your budget. Please describe the reason for accessing an independent agency and provide an estimate of anticipated charges.

Budget Worksheet

In addition to the narrative budget justification, all applicants must complete the provided budget worksheet and upload it using the application portal.

Biosketches

Applicants must upload a biosketch for the PI and all co-investigators and collaborators. Please use the provided template and limit each biosketch to four pages maximum.

Pre-clinical and Clinical Research (Inclusion Policy)

It is the policy of the IOCDF that women and members of minority groups shall be included in clinical research funded by the IOCDF, unless there is a clear and compelling reason on the basis of either the health of research participants or the purpose of the research, to exclude women and/or members of minority groups from a proposed study. The IOCDF will not fund clinical research that excludes women and/or members of minority groups without an appropriate justification (cost is not considered to be appropriate). Principal investigators are also expected to conduct analyses for the effects of sex/gender and race/ethnicity when appropriate.

In order to demonstrate intent to meet these requirements, applicants should include the following in their proposal if they are applying for a grant that will be used to undertake clinical research:

- a. A description of the composition of the proposed study population that includes sex/gender and race/ethnic group data about the population;
- b. A description of proposed outreach plans for recruiting women and members of minority groups as participants; and
- c. A description of how effects of sex/gender and race/ethnicity will be addressed in the analytic plan. If there is prior literature either supporting the presence of such effects or suggesting their absence, this should be summarized and addressed. It is not expected that all studies will be adequately powered for analyses of sex/gender and race/ethnicity will be fully powered and it is thus understood that such analyses may be secondary/exploratory.

For preclinical studies, the applicant must address how sex as a biological variable will be considered in experimental design and analysis.

Review Criteria

Reviewers will be asked to consider a range of criteria in evaluating grant applications. These include:

- **Significance and Impact.** Does the project address an important problem? How will scientific knowledge, and/or clinical practice be improved with this project?
- **Approach.** Is the strategy, methods, and analyses appropriate so that the aims of the project can be reached? Is the study feasible? Are the plans for the protection of human subject reasonable?
- **Investigator Potential.** Are the investigators qualified to complete this project? Are they likely to continue to make an impact on research in the field of OCD and related disorders?
- **Environment.** Where will the work be done? Will the institution support and contribute to the success of the investigators? Are the investigators well-suited to complete the project?

Reviewers will also be asked to consider how well the project conforms to these application guidelines, including the IOCDF's policy regarding women and minority group inclusion in pre-clinical/clinical research.

Award Conditions

The following conditions are attached to IOCDF Breakthrough and Innovator Awards:

- **Progress Reporting:** Progress reports will be made three times during the term of the grant in a prescribed format. A full project report must be submitted within one month of the end of the project term.
- **IOCDF Newsletter Article:** Upon completion of their projects, PIs are expected to write and submit a 1,500 word article for a future issue of IOCDF's OCD Newsletter. The article should explain the PI's grant-funded research, their findings, and the significance of their work in language that is clear and accessible to a lay audience.
- **IOCDF Research Symposium/Conference:** Young Investigator Award winners are strongly encouraged, upon completion of their research, to participate in an IOCDF Research Symposium and/or Annual Conference. They are also encouraged to submit a poster for the Research Symposium and/or Annual Conference poster sessions.
- **Acknowledgement:** Award recipients are expected to include a credit line acknowledging the International OCD Foundation as a funding source on all published materials arising from IOCDF-funded research.
- **Restrictions/Unused Funding:** Grant funds from the IOCDF can only be applied to the project for which the Research Award was given. Any unused money available at the end of the project must be returned to the IOCDF.

Questions & Additional Information

- Please see our FAQs for additional information. If you still have questions, please email Will Sutton, Research Coordinator, at wsutton@iocdf.org.