



## **HA Network for Discovery Science Shared Resource Award**

The Hydrocephalus Association (HA) is soliciting applications to develop, maintain, and/or distribute shared resources. The HA Network for Discovery Science (HANDS) is committed to promoting open science and access to shared resources that accelerate the pace of hydrocephalus research. This award is designed to broadly support those efforts.

*It is highly recommended that interested parties contact the HA Director of Research Programs ([research@hydroassoc.org](mailto:research@hydroassoc.org) or 240.483.4540) before starting the application.*

### **HANDS Shared Resource Award**

- Proposals must be submitted for actual costs.
- Up to three (3) years of funding may be requested.
- Proposals may be submitted on a rolling basis.

This award is intended to fund the development, maintenance, and/or distribution of shared resources that will help accelerate hydrocephalus research by providing access to high-quality materials and/or data. The shared resource may include, but is not limited to, biospecimens, clinical data, and genetic data. The shared resource must provide data or materials that address a critical knowledge gap or need within the hydrocephalus research community.

The resource must be made available to researchers at accredited non-profit research and academic institutions, with no more than nominal recovery costs for distribution and maintenance of the resource. Applicants must provide a resource sharing plan. Information pertaining to access to the resource must be posted on the HANDS website ([hands.hydroassoc.org](http://hands.hydroassoc.org)).

This award is not intended to fund an individual or lab's access to materials/data. For proposals requesting maintenance of a resource, annual funding will be predicated on documented success of the resource to accelerate hydrocephalus research and the availability of funding.

Funding of a proposal will depend on the quality of the application, the available funding, and the research priorities determined by the Hydrocephalus Association. The Hydrocephalus Association will accept applications from researchers based at accredited non-profit research and academic institutions throughout the world. The award provides no institutional overhead. All applications must be submitted in English.

### **Eligibility Criteria**

To be eligible, candidates must:

- Have a strong publication record
- Have demonstrated the ability to independently supervise staff and research

- Have completed one or more of the following degrees: MD, PhD, DSc, DO, Pharm.D, or equivalent
- Hold a research associate, assistant professorship, associate professorship, professorship, or any equivalent academic or non-academic position

Applicants must be members of the Hydrocephalus Association's Network for Discovery Science. To create a HANDS account, please visit: <http://hands.hydroassoc.org/>.

### **Application Details**

Please contact the HA Director of Research Programs ([research@hydroassoc.org](mailto:research@hydroassoc.org)) before submitting an application.

The Full Application components include:

- Contact details and other relevant administrative information (Face Page)
- Proposal Budget (Budget)
- Biographical sketches are required for the Applicant, Co-Investigator (if applicable), and Key Personnel. Biographical Sketches should not to exceed five (5) pages (BioSketch)
- A Resource Development Plan for the proposed project, of not more than eight (8) pages, that contains the goal(s), background and significance, resource development methods, material/data outputs, material/data uses, next steps/sustainability, and literature cited. (Resource Development Plan)
- A Resource Sharing Plan for the proposed project, of not more than two (2) pages. (Resource Sharing Plan)
- A description of the institutional facilities and any consultations/collaborations if applicable. (Facilities and Collaborations)
- Applications from all candidates should also include a letter from the appropriate administrative institutional official confirming the institutions commitment to the responsible conduct of research and the candidate's eligibility and good standing.

[Click here to view and download the application components](#)

All applicants must provide assurance of compliance with local research regulatory bodies and with local laws in advance of the award start date. Additionally, for applications using human embryonic stem cells or human tissue the candidate must obtain appropriate Embryonic Stem Cell Research Oversight Committee (ESCRO) and human subjects research approvals in advance of the award start date.

For additional information, please contact the Director of Research Programs at [research@hydroassoc.org](mailto:research@hydroassoc.org) or 240.483.4540.

## Submission Information

### Application Deadline: rolling

Completed applications, including institutional commitment, may be submitted on a rolling basis as a single PDF document. Completed applications should be emailed to [research@hydroassoc.org](mailto:research@hydroassoc.org).

If, after reviewing these application instructions, assistance is needed in preparing the application, contact the HA Director of Research Programs:

Phone: 240.483.4540

Email: [research@hydroassoc.org](mailto:research@hydroassoc.org)

A Scientific Review Committee of research scientists from both within and outside of the hydrocephalus research area will review the HANDS Shared Resource applications on a rolling basis. Each application will be assessed based upon the following criteria:

- Qualifications of the Applicant and Institution
- Feasibility of the proposal
- Ability to address a critical knowledge gap or barrier to conducting hydrocephalus research
- Ability to accelerate the pace of hydrocephalus research
- Likelihood that the proposed resource will advance hydrocephalus understanding/treatment/cure

After the scientific assessment of the proposal, the HA Research Committee will make a strategic assessment of the proposal and provide a recommendation to the HA CEO for approval. Funding will depend on the quality of the application, available funds, and the research priorities determined by the Hydrocephalus Association in light of the hydrocephalus research landscape.

### Format Specifications for all application components

[Click here to view and download the application components](#)

- **Use provided templates. Do not alter header, footer, or margins. Alteration will result in immediate triage of the application.**
- Type applications in black ink using a standard, readable font such as Arial, Helvetica, Palatino, Garamond or Times New Roman with a font size of 11 points or larger. Symbol fonts may be used to insert Greek letters or special characters. Smaller type size is acceptable in figures, graphs, charts, tables, figures, legends and footnotes, but these must be in black ink and readily legible.
- Use standard 8 ½ x 11 paper with at least half inch margins on all sides, a single column format, single-sided, single-spaced with consecutively numbered pages.
- Submit as a single PDF Document to the Director of Research Programs ([research@hydroassoc.org](mailto:research@hydroassoc.org))

#### 1. Face Page

The Face Page includes the main identifying information for the application including applicant's name and contact information, institution name and address and title of application. Please use the Word document provided. If it is necessary to recreate the form, please adhere to the original format and wording. Please include a scan of the completed face page as part of the single PDF file. The Face Page is limited to one (1) page.

#### 2. Budget

Please complete a new Budget section for each year of support requested, maximum 3 years. Please include personnel costs, subcontract costs, and estimate material costs according to general categories (i.e. animal costs, supplies, equipment etc.), and material/data sharing costs. The Budget section is limited to two (2) pages.

**Budget:**

- Personnel – Designate the percentage of the applicant’s time devoted to research on this project. If the salary is supplemented by support from other agencies, the percent of salary requested must be equal to or less than the percent of time allotted to this project. Indicate dollar amounts separately for salary and benefits. If support is requested for a technician, identify the amount of time the technician will devote to the study.
- Subcontracts – Identify the dollar amount of any subcontracts.
- Materials – Please estimate material costs according to general categories (i.e. animal costs, supplies, equipment, etc.). A detailed budget is not necessary.
- Indirect Costs – Indirect costs are not covered by this grant and cannot be included.

**A. Budget Justification.** Briefly describe the costs detailed in the budget for each year.

### 3. Biographical Sketch

Complete a biographical sketch for the Applicant, Co-Investigator (if applicable), and Key Personnel. Use the format provided. Clearly identify innovative and high impact research. Highlight prior publications relevant to the present application. Biographical Sketches should not exceed five (5) pages. NIH Biographical Sketches are acceptable.

- A. Personal Statement.** Briefly describe why you are well-suited for your role in the project described in this application
- B. Positions and Honors.** List in chronological order previous positions, concluding with the present position. List any honors.
- C. Contribution to Science.** Briefly describe up to four (4) of your most significant contributions to science related to the proposed project. Indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. Reference up to four peer-reviewed publications or other non-publication research products (can include audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware) that are relevant to the described contribution. Each description should be no longer than one half page including figures and citations. Also provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.
- D. Research Support.** List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). Begin with the projects that are most relevant to the research proposed in the application. Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.

### 4. Resource Development Plan

This section is the opportunity to describe the Resource Development Plan in sufficient detail to permit a thorough scientific review. This section needs to be completed even if the resource has already been developed. The Resource Development Plan (sections A-E) for this award is limited in length to seven (7) pages, excluding the literature cited. Limit literature cited to one (1) page. Reviewers will look favorably on writing that is clear, concise, specific and informative.

- A. Goals.** State concisely and realistically the goals of the proposal and how the shared resource described in the application will accelerate hydrocephalus research efforts. Do NOT exceed 150 words.
- B. Background and Significance.** Briefly describe background information critical to understanding the present proposal. Concisely state the importance and rationale of this project including how this resource is addressing a critical gap or need in hydrocephalus research. If the goal(s) of the application is achieved, state how scientific knowledge will be advanced and the implications for future pre-clinical and/or translational therapeutic research. Since you are applying to the Hydrocephalus Association for a grant, there is no need to make arguments for the significance of the condition. Please focus your application on the impact that the resource will have on the state of hydrocephalus research or the subtype of hydrocephalus that would be impacted.
- C. Resource Development Methods.** Provide a detailed description of the methods for developing the resource and the validity of these methods. Discuss potential difficulties and/or limitations of the proposed procedures and alternative approaches. Point out any procedures, situations or materials that may be hazardous to personnel or patients and the precautions to be exercised.
- D. Material/Data Outputs.** Provide a detailed list and description of the material(s)/data developed as a result of this shared resource.
- E. Material/Data Uses.** Describe how the material(s)/data developed can be used by researchers to accelerate hydrocephalus research. Please provide specific examples. Also, describe the groups/types of researchers who would benefit from access to this resource.
- F. Next Steps/Sustainability.** If this proposal is funded, briefly describe your next steps including submission of grant proposals to other governmental and nongovernmental agencies. Please be specific. Describe how this resource will be sustained long term and the maintenance costs.
- G. Literature Cited.** References should be numbered in the sequence that they appear in the text and listed at the end of the Research Plan. Each citation must include the names of authors, the name of the journal or book, volume number, page number and year of publication (titles are optional).

## 5. Resource Sharing Plan

This section is the opportunity to describe the Resource Sharing Plan. The Resource Sharing Plan (section A) for this award is limited in length to two (2) pages. Reviewers will look favorably on writing that is clear, concise, specific and informative. For help, see the NIH Guidance [https://grants.nih.gov/grants/policy/data\\_sharing/data\\_sharing\\_guidance.htm](https://grants.nih.gov/grants/policy/data_sharing/data_sharing_guidance.htm)

- A. Resource Sharing Plan.** The precise content of the data sharing plan should be responsive to the type of material/data being collected/distributed. As applicable, describe the expected schedule for material/data sharing, the format of the final dataset, the documentation to be provided, whether or not any analytic tools also will be provided, whether or not a data-sharing agreement

will be required and, if so, a brief description of such an agreement (including the criteria for deciding who can receive the material/data and whether or not any conditions will be placed on their use), and the mode of material/data sharing (e.g., under their own auspices by mailing a disk or posting data on their institutional or personal website, through a data archive or enclave).

## 6. Facilities and Collaborations

All applicants must complete part (A) Facilities. If the project includes consultant arrangements and/or collaboration with other individuals outside of the applicant institution, complete part (B) Consultant or Collaboration Arrangements. The Facilities and Collaborations section is limited in length to two (2) pages.

- A. Facilities.** Please provide an overview of the institutional facilities/equipment available for this study.
- B. Consultant or Collaboration Arrangements.** If the proposed project includes consultant arrangements and/or collaboration with other individuals outside the applicant's institution, describe the working relationships and support this description by letter(s) of support signed by collaborating individual(s). If clinical material required by this grant is to be furnished by other individuals, include a statement from these individuals agreeing to their participation and precautions taken to ensure anonymity of patients.

## 7. Institutional Commitment Letter

Applications from all candidates should also include a letter from the appropriate administrative institutional official confirming the institutions commitment to the responsible conduct of research and the candidate's eligibility and good standing.

In advance of the start date, a signed letter from the appropriate sponsoring institutional official must accompany this application to verify that research conducted in accordance with this award has met the institutional requirements for the following:

1. An Institutional Review Board (IRB) has reviewed and approved the procedures for the use of human subjects, or human organs, tissues and body fluids, in the proposed research, in accordance with Department of Health and Human Services policies. Include the IRB number and a copy of the approved form with the letter.
2. A DATA SAFETY MONITORING PLAN (DSMP) for any proposed study that places human subjects at more than minimal risk.
3. A plan to include, recruit and retain subjects from both genders, all racial and ethnic groups (and subgroups), and children as appropriate for the scientific goals of the research.
4. Research Involving Recombinant DNA meets the requirements contained in the document "NIH Guidelines for Research Involving Recombinant DNA Molecules" (revised April 2002).
5. Research Involving Animals meets the guidelines of the National Institutes of Health, U.S. Public Health Service, which require that all proposed studies be reviewed and approved by an Institutional Animal Care and Use Committee (IACUC). If applicable, please provide the federally approved Animal Welfare Research Number, and the IACUC letter of approval.
6. Adequate protection will be assured for any Biohazards involved in the research.
7. Approval for the use of human embryonic stem cells must be obtained through an appropriate Embryonic Stem Cell Research Oversight Committee (ESCRO).