



33006 West Seven Mile Road
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www.STARS-kids.org
MICS 29287

Grant Proposal Guidelines

General Information

Seeking Techniques Advancing Research in Shunts (STARS-kids) is a 501(c)(3) public charity that raises awareness and funds for research on shunt technology and hydrocephalus to ensure a brighter, healthier future for all shunted children. STARS-kids supports non-profit organizations whose programs benefit persons with hydrocephalus and/or shunts. To apply, a qualified grant applicant must demonstrate tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

Procedures

Our Grant Proposal Guidelines document is available on our website at www.STARS-kids.org/research. The applicant is responsible for preparing a detailed research proposal in a format of their choosing, but in accordance with these guidelines. STARS-kids will evaluate and fairly review all complete grant proposals that are submitted in a timely manner in accordance with our established funding cycle outlined herein. STARS-kids will notify all qualified applicants of the award decision in a timely manner.

Funding Priorities

STARS-kids will grant funds to support three primary research-related program activities:

- 1) Biomedical, Experimental or Clinical Research Program that enhances efficiency of shunt systems and utilizes the productive multidisciplinary nature of research to understand the impact of hydrocephalus and shunting on the brain.
- 2) Pilot & Feasibility Study Program to foster development of innovative projects that may lead to a break-through in shunting techniques, technologies, or the improved understanding of intracranial pressure influences on the brain.
- 3) Enrichment Program to promote interdisciplinary interaction in shunt and hydrocephalus research.

Proposal Requirements

At a minimum, the applicant's grant proposal must include:

Administrative Information:

1. Name, address, phone number(s) and email address of principal investigator.
2. Name, address, administrative phone number and email address of the qualified institution sponsoring the research project.
3. Demonstration of the eligibility for receiving funds with appropriate written proof of tax-exempt status under IRS code 501(c)(3).

4. If this is a first time proposal submittal to STARS-kids, please provide two professional references (other grantors) with their contact information. Please notify your references in advance so that STARS-kids can verify your accountability and technical effort on former or current projects.

Research Plan:

1. Definition of the need or problem that is anticipated to be investigated through the research program
2. Specific goals and objectives and anticipated outcomes expected for the project
3. Background information supporting and leading to the pertaining research objectives
4. The Research Plan with all necessary documentation may not exceed 10 pages (8-1/2" x 11", one-sided) in length. Appendices may include only original glossy photographs or high quality photocopied likenesses of originals. No publications or other printed material, with the exception of pre-printed questionnaires or surveys, may be included in an appendix.
5. Only one revision of a previously reviewed grant application may be submitted.

Budget Outline and Funding Sources:

1. Include a plan and detailed budget of anticipated expenses (including any administrative or indirect expenses) for utilizing STARS-kids funds for the project. Should STARS-kids funding be auxiliary to other anticipated funding sources, identify additional sources and indicate whether these sources have been allocated or are pending.
2. Applicants may request a project period of up to two years and a total budget up to \$25,000 per year.

Funding and Review Cycle

STARS-kids will review requests and award grants twice per year with deadlines of June 1 and December 1. The Review Committee consists of volunteer Board Members, Committee members, and community medical advisors to assure appropriate technical evaluation is made of all grant requests.

The deadline for receiving proposals in the first review period is June 1 of each year. The approved grantee(s) will receive notification of the grant award and the first installment of award payment by October 31 of that year.

Grant proposals submitted by December 1 of each year will be evaluated during the second review period. The approved grantee(s) will receive notification of the grant award and the first installment of award payment by April 30 of the following year.

Grant awards will be divided into two allocations over no more than a two-year period, in accordance with the budget outline in the proposal. The second installment will be allocated contingent on mid-term information provided in accordance with the reporting requirements identified below.

Reporting Requirements

Mid-Term Report

The grant recipient or principal investigator identified in the original grant proposal is required to submit a research project status narrative within one year of receipt of initial grant award (e.g., Proposal submitted June 1, 2007; award received July 31, 2007; Mid-Term report due July 31, 2008) The mid-term narrative must describe progress-to-date on research techniques and

findings. Progress may yield a change in direction from the original proposal. Justification for continued funding must be addressed in the narrative. The Mid-Term Report must include an outline of the budget utilized-to-date and projected second installment funding utilization. The mid-term report must be submitted in order to receive the second installment of the grant. An administrative account statement must be submitted during the course of the grant year(s) on a semi-annual basis.

Summary Report at Conclusion of Grant

At the close of the two-year grant term, a concluding narrative must be submitted to STARS-kids. The report must address a summary of findings, the success or failure of the project relative to the initial goal set forth in the approved grant proposal, tabulated details indicating how the STARS-kids funds were utilized, the benefits to your organization, and identification of additional associated projects that may develop from the awarded project (e.g., additional public or private funding). Each participant on the project team must be identified with their full name, address, and institution represented. Specific contributions of each individual on the project team must be provided along with the percentage of work contributed to the entire project.

STARS-kids expects that the grant recipient's project will be presented at national or international meetings or symposia. Two copies of the abstract, plus one copy of the research paper(s), presentation(s), and/or publication(s) must be submitted to STARS-kids, even if they are presented or published after the term of the grant. In each paper, presentation or publication, the grant recipient **must** acknowledge STARS-kids for providing funding support.

Exclusions

STARS-kids will not make grants available to:

- Organizations that discriminate on the basis of age, disability, ethnic origin, gender, sexual orientation, race or religion.
- Individuals
- Organizations and programs designed to promote candidates to public office or for any political gain
- Pay off debts or existing obligations

Contact Information

To find out more about STARS-kids or to request additional information, you may contact us at www.STARS-kids.org. Submit proposals directly to:

STARS-kids
Research Grant Proposal Review Committee
33006 West Seven Mile Road, Suite 113
Livonia, MI 48152

info@STARS-kids.org