



**COMMUNITY
FOUNDATION**
OF GREATER FORT WAYNE

AUGUST TOMUSK FOUNDATION FUND

Grant Guidelines for Research
Proposal Applications

555 E Wayne St
Fort Wayne, IN 46802
PH: 260-426-4083
www.cfgfw.org

The August Tomusk Foundation Fund

The August Tomusk Foundation Fund's purpose is to enhance patient care through support for education and research in cardiothoracic surgery, vascular surgery, cardiovascular medicine, thoracic medicine, transplantation, and the underlying sciences.

Grants are made only to nonprofit organizations that have federal tax-exempt status as a section 501(c)(3) public charity or to government agencies.

Narrative Requirements

The written proposal should contain the following information:

- A one-page technical abstract of the proposal
- A review of current pertinent scientific literature
- Goals and objectives of the project
- Experimental methods and materials
- Discussion of potential results and possible impact on patient health care
- Discussion of appropriate statistical considerations and other potential experimental problems
- Description of past research activities of the principal investigator that potentially relate to the present proposal

Other requirements:

- Research projects should be for periods of 12 months or less; however, consideration will be given to specific requests for longer term studies
- Funders are limited to investigators located in the northern Indiana and northwest Ohio
- Principal investigators are expected to have reasonable tenure or equivalent position at the host institution to complete the proposed project

Line-item budget/expense statement can include:

- Personnel salary, wages, and fringe benefits
- Publications
- Supplies, and other general expenses
- Related services and consultant fees

If a proposal is funded by the Community Foundation, a separate proposal can be requested for consideration of travel expenses related to on-site visits by external consultants, attendance and participation in scientific meetings, and seminars for education or training purposes (refer to the August Tomusk Foundation Fund Professional Development Request Form for details).

Required Documents

The following items must be submitted for evaluation and review:

- Grant Request Form for Research Proposals – must be completed and signed by appropriate individuals
- Written narrative addressing the items listed above
- Budget showing estimated line-item expenses

Investigator Responsibilities

Utilization of Human Subjects

- Proposed investigations involving utilization of human subjects must be reviewed and appropriately endorsed by the host institutional review board of the principal investigator.
- Appropriate written informed consent for participation of human subjects by themselves or their guardians must be obtained prior to involvement in any research project.
- All patient medical records will be strictly confidential.
- Protocols for drug testing or medical device related projects must be approved by the appropriate host institution review board before a proposal can be funded.

Utilization of Animals

- Research proposals utilizing experimental animals must be approved by an appropriate institutional review committee of the host institution of the principal investigator.
- The care and use of laboratory animals must conform to the guiding principles in the care and use of animals approved by the Council of the American Physiological Society.

At Conclusion of Project, the following items must be submitted:

- A written report detailing the project findings (In some cases, the principal investigator may also be required to give oral or written progress presentations.)
- A final accounting statement of budget expenditures
- A copy of any abstracts and/or journal publications utilizing the funded research.

Other Considerations

Budgets

Budget variances of more than 10% require written approval from the Community Foundation. Additionally, no overhead, indirect costs, collaborator salaries, general institutional expenses, or other unrelated expenses can be paid with August Tomusk Foundation Fund monies.

Transfers

If the principal investigator 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 the Community Foundation in writing. The Community Foundation reserves the right to either approve the transfer or require the return of any remaining funds.

If the principal investigator leaves their present host institution, equipment specifically related to the grant and purchased with grant funds will be potentially transferable to a new institution. The Community Foundation reserves the right to evaluate transfer or retention of all equipment items purchased with grant funds.

Hold Harmless

The August Tomusk Foundation Fund held at the Community Foundation of Greater Fort Wayne will be held harmless from any claims that may result from the conduct of the funded research project by the principal investigators, their host institution, and all associates.

Patent Rights

Discoveries, devices, products, or inventions which have the potential to be patented must be reported in a timely manner to the August Tomusk Foundation Fund at the Community Foundation of Greater Fort Wayne. Title to any patentable invention shall not be permitted to reside with the inventor or host institution without the prior approval of the Community Foundation.

The August Tomusk Foundation Fund shall participate in income derived from the invention to an extent determined by mutual agreement between the host institution of the principal investigator and the Board of Directors of the Community Foundation. The inventor may share in the income derived from the invention provided the inventor will not be paid more than 10 percent of the gross royalty income. In no event will inventors be paid more than the cumulative amount of \$100,000.

Acknowledgment of Grant

Principal investigators associated with funded projects agree to acknowledge the financial support of the August Tomusk Foundation Fund, held at the Community Foundation of Greater Fort Wayne when presenting research findings from their project in seminars, professional meetings, printed abstracts, and scientific publications. A copy of any such documents, including published abstracts and/or journal publications, must be submitted to the Community Foundation prior to publication.

The use of the August Tomusk Foundation Fund name and/or the Community Foundation and any associated references by grantees is subject to the approval and discretion of CFGFW.

Processing Grant Requests

Grant requests will be accepted at any time and reviewed on a rolling basis by a committee representing the cardiothoracic surgery, vascular surgery, cardiovascular medicine, transplantation, and related fields. Funds will be available on a first-come- first-served basis. Based on the committee's recommendations, final approval will be determined by the Community Foundation.

Contact Us

We understand that you may occasionally have questions about the application process. Please direct those questions to the contacts below. The Community Foundation is open Monday-Friday from 8:00 a.m. to 4:30 p.m. However, most of the grants team is unavailable after Noon on Friday and will respond to inquiries the following week.

Contact: Angela Stanley, Senior Impact Advisor, astanley@cfgfw.org
Alison Gerardot, Chief Impact Officer, agerardot@cfgfw.org

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