

The Pedorthic Foundation

Policies and Procedures for Research Grants

Program Information

i. Objective:

The objective of the grant is to encourage investigators by providing funding for pedorthic research projects. Grants of up to \$5,000 a year will be considered for clinical or laboratory research in prescription footwear, orthotics or pedorthic shoe modifications.

ii. Eligibility:

The principal investigator should have experience with some of the following:

- a. The work, study or research of problems relating to the foot and ankle.
- b. The use of prescription footwear, orthotics or pedorthic shoe modifications to relieve such problems.
- c. Qualifications relating to the study of lower extremity anatomy, biomechanics or movement.

iii. Notification of Award:

The Pedorthic Foundation (the Foundation) notifies successful applicants following a regularly scheduled meeting of the Board of Directors. The Board typically meets once a month.

Application

- i. Please complete the attached Application for Research Grant. Forms are also available on line at <http://www.pedorthicfoundation.org/>
- ii. Include a biographical sketch of the Principal Investigator and information regarding the facilities where the research is to be carried out. The biographical sketch should be similar to the NIH Biographical Sketch and is not exceed 4 pages. It should include the following:
 - Education, training and credentials.
 - Publications.
 - Current research grants and support.

(A sample Biographical Sketch can be found at:

grants.nih.gov/grants/funding/phs398/biosketchsample.doc)

- iii. List any other support you are receiving relevant to the project.

Budget and Reporting

- i. When the notification of award is made budget forms are sent to the grantee. The Foundation will consider the grantees input regarding payments and schedule before determining the final grant payment and schedule of installments.
- ii. A progress report on both the research and the budget should be submitted at least every six months. Reports of expenditures must be prepared and submitted to the Foundation with supporting documentation or a formal record of how the money is being spent. For example, an expense report or an internal financial statement.

- iii. Grantees are required to annually submit to the Foundation, or no later than sixty (60) days after termination, a report describing concisely the research done under the grant, with an abstract of approximately 200 words. A bibliography of all publications resulting in whole or in part from the grant should be included with the abstract. Should the grantee publish any articles based on research sponsored or funded by The Pedorthic Foundation acknowledgment of such sponsorship should be included.

- iv. At the end of the grant period if there is an unexpected balance the grantee may request permission from the Foundation to retain the balance for a period of three to six months for expenditures in connection with the project. The final report of expenses is due sixty (60) days after the extension.

- v. If a grantee leaves the institution, they must notify the Foundation. In such cases the Foundation will consider and decide on one of the following options:
 - A. The grant is terminated and any unspent funds must be returned to the Foundation along with final research and budget reports.
 - B. The grantee wants to transfer the unspent funds to another institution. The grantee must write to the Foundation and request the transfer. An application would then be submitted to the committee for review and approval.
 - C. The project remains at the current institution to be completed by a new Principal Investigator (PI). A biographical sketch of the new PI would be submitted to the committee for review and approval.

- vi. If there is a termination of the grant, any unexpended balance of \$100 or more must be refunded to the Foundation within sixty (60) days together with a report of expenditures and supporting documentation.
- vii. Grantee must receive written permission from the Foundation in order to move funds between budget categories, change effective dates of the grant or make other modifications.
- viii. Grantee may terminate a grant prior to normal expiration by notifying the Foundation in writing and stating the reasons for termination. Unexpended funds must be returned to the Foundation within sixty (60) days, together with a final report of the expenditures. The Foundation reserves the right to terminate grants at any time upon three months written notice for reasons such as: failure to submit timely reports and updates, or failure to respond to communications.

PEDORTHIC FOUNDATION APPLICATION FOR RESEARCH GRANT

Title of Project: _____

Please provide separately a brief description (not to exceed 5 pages) of the scope, goals and methodology of the project.

Total Amount Requested \$_____ Date _____

Proposed: Start Date _____ to End Date _____

List main investigator(s):

NAME	JOB TITLE/ CREDENTIALS	E-Mail	PHONE
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Name & Address of Institution:

Contact details of financial officer or grants office:

This request is made by the undersigned who understand and agree to comply with the following:

1. That funds granted as a result of the request are to be expended for the purposes set forth herein.
2. That the grant may be terminated in whole, or in part, at any time, by the Foundation but that such termination shall not affect obligations made pursuant to the approved application prior to the effective day of such termination.
3. That all reports of original investigations supported by the grant shall acknowledge such support provided by the Foundation. For example: "Support for this work was provided by a generous donation from the Pedorthic Foundation".
4. That the applicant will request that the project be revised whenever the approved research plan or source of funding is materially changed.
5. That any invention arising out of the activities assisted by this grant will be promptly and fully reported to the Foundation.
6. That where the grant activities result in a book, journal publication or other copyrightable material the Foundation requests a copy of all such published material. In addition the Foundation requests a copy or PDF of other publications or presentations that use output from the grant.
7. That reports will be made as required and necessary records and accounts, including financial reports, will be maintained and made available to the Foundation.

Name & Title of Principal Investigator

Name & Title of official authorized to sign for institution

Signature

Signature