



Paralyzed Veterans of America

Research & Education

PVA RESEARCH FOUNDATION

POLICIES & PROCEDURES

FY 2025

PARALYZED VETERANS OF AMERICA

1875 Eye Street N.W. Washington, DC

20006

202-416-7611

www.pva.org/research

TABLE OF CONTENTS

Contents

ABOUT THE PVA RESEARCH FOUNDATION 1

MISSION 1

FUNDING CATEGORIES..... 2

- Basic Science 2
- Clinical Applications 2
- Design and Development/Assistive Technology 2
- Post-doctoral Fellowships 2

ELIGIBLE APPLICANTS 3

- Applicant Citizenship 3
- Other Eligibility Requirements..... 3

Requirement for All Grants: SCI/D Consumer Advocate 3

- Special Requirements for Design and Development/Assistive Technology Projects..... 4
- Special Requirements for Fellowship Applicants 4

BUDGET REQUIREMENTS..... 5

- Allowable Costs 5
- Direct Costs 6
- Other Direct Costs 7
- Unallowable Costs 8

Indirect Cost Rate..... 8

TIMELINE FOR PROPOSALS..... 8

- Deadline for Submission 9
- Notification of Grant Status 9
- Grant Start Date..... 9

REVIEW PROCESS.....10

FOUNDATION STAFF CONTACTS.....10

ONLINE APPLICATION PROCESS.....11

SUBMISSION CONTENT.....11

ORGANIZATION ASSURANCES12

- Animal Research13
- Human Tissue.....13
- Human Subjects13

AGREEMENTS WITH COOPERATING INSTITUTIONS OR AGENCIES13

ACKNOWLEDGMENT OF AWARD14

REPORTING AND PAYMENT SCHEDULE15

AMENDMENTS AND EXTENSIONS17

- Personnel Changes17
- Budget Changes18
- Location Changes.....18
- No Cost Time Extensions (NCE)19

COPYRIGHTS, DISCOVERIES, AND PATENTS ON GRANT- SUPPORTED



1875 Eye Street NW, Suite 1100,
Washington, DC 20006
(O) 202.872.1300
www.PVA.org

501(C)(3) Veterans Non-Profit

PRODUCTS	19
OWNERSHIP OF EQUIPMENT	20
PUBLICITY AND SUPPORT ACKNOWLEDGEMENT	20
COMPLETION OF GRANT	21
AMENDMENT OF POLICIES	22

501(C)(3) Veterans Non-Profit

ABOUT THE PVA RESEARCH FOUNDATION

Paralyzed Veterans of America (PVA) works to support our members and others living with spinal cord injuries and disabilities in achieving their goals. Our mission includes four tenets to achieve this goal:

- **Quality health care** for our members,
- **Research and education** addressing spinal cord injury and dysfunction,
- **Benefits** available as a result of our members' military service,
- **Civil rights** and opportunities that maximize the independence of our members.

In 1975, Paralyzed Veterans of America's Board of Directors formalized the research efforts by establishing a nonprofit foundation, the Technology and Research Foundation. The following year, the Foundation was legally incorporated as a 501(c)(3) nonprofit corporation, now known as the PVA Research Foundation.

MISSION

The mission of the PVA Research Foundation is:

- To promote innovative research to find better treatments and cures for paralysis.
- To support efforts to improve the quality of life for individuals with spinal cord dysfunction until treatments are found.
- To train post-doctoral fellow investigators and encourage them to specialize in the area of spinal cord research.

FUNDING CATEGORIES

The Foundation supports one, two, or three year grants in four areas of emphasis, at varying funding levels.

➤ **Basic Science**

Laboratory research in the basic sciences related to spinal cord injury or disease.

Grants funded up to \$200,000 for 2 or 3 years.

➤ **Clinical Applications**

Clinical and functional studies of the medical, psychosocial, and economic effects of spinal cord injury or disease, and / or interventions proposed to alleviate these effects.

Grants funded up to \$200,000 for 2 or 3 years.

➤ **Design and Development/Assistive Technology**

Design and Development of new or improved rehabilitative and assistive technology/devices for people with spinal cord injuries or diseases to improve function, which also includes improving the identification, selection and utilization of these devices.

Grants funded up to \$200,000 for 2 or 3 years.

➤ **Post-doctoral Fellowships**

Fellowships for postdoctoral students in basic science, clinical applications, or design and development, intended to encourage training and specialization in the field of spinal cord research.

Grants funded up to \$150,000 for 1, 2 or 3 years.

Awards are made as a single grant. The work plan must cover the entire 12-36 months of activity. Compliance with reporting requirements is a significant criterion for continued funding.

501(C)(3) Veterans Non-Profit

ELIGIBLE APPLICANTS

Applications are accepted from fiscally responsible organizational entities in the name of the Principal Investigator (applicant). Entities should be not-for-profit academic institutions, healthcare providers, associations, and/or organizations in the United States or Canada. PVA does not make grants to for-profit companies.

Applicant Citizenship

While grantee institutions must be located in the U.S. or Canada, the applicant and key staff are not required to be U.S. or Canadian citizens. Foreign nationals may apply for grant funding. If this individual will serve as Principal Investigator, or a Significant Project Staff Member (>20% FTE), he or she must provide verification of a United States or Canadian Visa. Visa and Permanent Resident Card verification can be accomplished by submitting a copy of a current visa or Permanent Resident Card that includes the expiration date. This can be submitted with the application as a supporting document or upon grant award with the grant acknowledgment form. If at any point during the grant cycle a visa status changes, PVA must be notified.

Other Eligibility Requirements

The Foundation does not fund undergraduate or pre-doctoral students.

Requirement for All Grants: SCI/D Consumer Advocate

The PVA Research Foundation is committed to involvement of individuals with lived SCI/D experience in our funded projects. A key review criterion is impact, how the project effects the lives of veterans and others living with spinal cord injuries/disorders (SCI/D) and diseases including Multiple Sclerosis (MS) and Amyotrophic Lateral Sclerosis (ALS).

To this end, each grant project and fellowship must involve at least one person living with SCI/D, MS or ALS. This individual, who should be described as the SCI/D Advocate, will provide insights and support in assuring that the project has a positive impact on the target audience. This role can be filled by a member of the research team, in addition to their other roles and responsibilities. This can be a paid or un-paid position. A bio sketch for the SCI/D Consumer Advocate must be included with the

501(C)(3) Veterans Non-Profit

application.

For both project and fellowship grants, this person should be identified by name, title, and project role in the narrative under key personnel, as well as in the budget justification.

Applicants are encouraged to use their local resources and networks to identify and recruit an SCI/D Advocate that best fits with their project. This can include contacting a local PVA Chapter, a VA medical facility or SCI/D Center, as well as long term assisted care facilities, rehabilitation facilities, or others.

Special Requirements for Design and Development/Assistive Technology Projects

Grant funding for design and development projects may be used to develop drawings, schematics, or prototypes, and for the testing necessary to further the design of assistive technology devices. The Foundation prohibits the use of grant money for the expenses of bringing a product to market (e.g., patent attorney costs, mass production, promotion and marketing, etc.).

Special Requirements for Fellowship Applicants

Fellowships may be granted in basic science, clinical applications, or design and development. **These grants are awarded to the individual fellow, not to the mentor, sponsor or host institution and may not be transferred to another individual.**

The fellow must serve as PI for the submitted proposal, although the mentor/sponsor may serve as an advisor.

Fellowship applicants must apply within 4 years after receiving a PhD, or within 4 years of completing a formal medical residency program. Applicants with more than 4 years of post-doctoral or medical experience should apply for a research grant, not a fellowship.

Fellowship applicants must have a designated and identified mentor/sponsor who is a senior-level investigator in the laboratory in which the research is to be conducted.

In addition to the standard proposal contents, fellowship proposals **must** include:

- One 'blind' letter of support written by the mentor/sponsor. The mentor should be identified in the application and will be contacted by email to attach the blind letter

501(C)(3) Veterans Non-Profit

- of support to the application. This letter should include:
- A statement about the applicant.
 - A brief overview of the sponsor's training and number of fellows and students previously trained.
 - A description of the training environment provided by the laboratory and department, such as seminar programs, and availability of other investigators for discussion and consultation.
- Two additional letters of support from individuals familiar with the qualifications of the fellow. These individuals need to be identified in the application as sponsors and will be contacted by email to attach the blind letter of support to the application
 - A biosketch of the mentor/sponsor (submitted as part of the "Biosketch" section of the online application).

BUDGET REQUIREMENTS

Allowable Costs

- While there are not specific limitations for most line items, including no salary caps, each budget item must be justified as it relates directly to the proposed research.
- Items such as salaries, wages, and travel should be based on the principles and policies of the applicant institution.
- Minor re-budgeting (less than 15% of grant total) among line items is acceptable with notification to the PVA Research Foundation. Significant budgetary changes (greater than 15%) and amendments must be requested in writing and are subject to review and approval by the PVA Research Foundation.
- ***ALL changes to salary, wages, or fringe benefits (including changes of less than 15%) require prior approval by the PVA Research Foundation***
- All budgets must be submitted in U.S. dollars.

501(C)(3) Veterans Non-Profit

Direct Costs

Personnel Expenses

- Grant funds may be requested for full- or part-time professional or technical support personnel who participate in the conduct of the project.
- **Partial salaries of applicants and co-investigators are allowable but** should be commensurate with the extent of effort in the project.
- **Fellowship applicants may request up to 100% of their stipend support.**
 - Budgeting for fellowship stipends is limited to amounts established by the applicant institution for individuals with comparable levels of postdoctoral training. Fellowship stipends must be clearly justified in the Budget Justification section.
- For each individual listed under Personnel, a project related role should be included as well as the anticipated percent of effort on the project.
 - Personnel and their role and effort on the project must be included in the Budget Justification.
- Grant contribution to employee fringe benefits will not exceed 40% of expenditures for total salaries and wages, *regardless of institutional policies*.

Operational Costs

- **Supplies** - direct costs of conducting the project may include expendable supplies, purchase and care of experimental animals, printing and publications, and necessary clinical tests and procedures purchased from other laboratories. All supplies must be used for conduct of the project and included in the budget justification.
- **Travel** - funds are limited to \$2,000 per grant cycle. Funds requested for travel may be used for:
 - conducting the project (e.g., travel among sites)
 - **one** trip to a Scientific meeting or conference per year of the project, at which the **applicant** will make a presentation *on the funded project*.
 - requests for travel funds should be separately identified for one or both purposes.

501(C)(3) Veterans Non-Profit

Equipment

- **Maximum Expenditure** - equipment necessary for conduct of the project must not exceed \$7,500 for the **entire** grant period
 - Requested equipment purchases must be integral to conduct of the proposed project and otherwise unavailable for the purpose
 - A detailed justification is required for each piece of equipment, including the actual cost of the item(s).
 - Requests for amounts exceeding \$7,500 will be considered only in exceptional circumstances and should be specifically justified, including the plan for disposition of the equipment after the grant has ended.
- **Retention** - all project equipment becomes the property of the grantee institution and is expected to be retained for use in future activities *focused on SCI/D*.

Consultants

- Consultant agreements or subcontracts are allowed.
- Consultant fees may be included to obtain advice or guidance on aspects of the project.
- The grantee institution will be responsible for the administration of the agreements and for the accountability of the consultants.

Contracts

- Specialized services may be obtained under a contractual agreement or interdepartmental arrangement for services required for the project (e.g., laboratory or other testing, software development, prototype production expenses.)
- The grantee institution will be responsible for the administration of the agreements and for the accountability of the contractors.

Other Direct Costs

- Project related expenses that do not fall under one of the above categories, including participant incentives, will be listed under Other Direct Costs and detailed in the budget justification.

These costs should be categorized in the Budget Justification with detailed

501(C)(3) Veterans Non-Profit

descriptions. For example: participant incentives - \$50 per session x 6 sessions per participant x 50 participants = \$15,000, DEXA Scans - \$75 /scan x 3 scans per subject x 50 subjects = \$11,250, VA IRB approval fees - \$1,500

Unallowable Costs

- Computers, office equipment, and furniture.
- Dues and memberships in professional societies or associations.
- Registration or tuition fees for a professional meeting/conference for someone other than the PI or for a meeting not related to the funded project, where the PI does not make a presentation about the grant.
- Cost of patient care or services not directly related to the project.
- Construction, alteration, maintenance, or rental of buildings or building space
- Tuition remission or reimbursement for any project personnel.

Indirect Cost Rate

Grant contribution to institutional indirect costs is limited to 8% of total direct expenditures, regardless of the institution's actual or federally negotiated overhead rate. This is not negotiable.

TIMELINE FOR PROPOSALS

The PVA Research Foundation has one grant cycle per fiscal year. The timeline for the FY2025 grant cycle is:

April 1, 2024: Application submission opens on pva.aibsscores.org

July 1, 2024: Application submission deadline

November 30, 2024: Award recipients notified

January 1, 2025: Grant projects begin

Please check www.pva.org/research routinely for program updates and announcements.

501(C)(3) Veterans Non-Profit

Deadline for Submission

The deadline for submitting applications is **July 1, 2024**, no later than 11:59 p.m. Eastern Daylight Time [EDT], **without exception**. Only applications submitted online to pva.aibs-scores.org will be accepted.

Submit full applications early. All submissions are treated as new during each grant cycle. The applicant will need to create person records for the Institutional Officials (IO) and Mentors (required for Fellowship Applicants only) and then invite them through the system. Upon your submission of the grant application, they will be emailed immediately by AIBS with instructions to submit letters (Mentor) and/or to approve (IO) the application.

Prospective applicants are strongly encouraged to start a submission in the system by May 1, 2024, indicating a title, keywords, abstract, proposal type and creating a person record for the applicant. This information will be used to develop the review panel in a timely manner.

Applications are not fully submitted until institutional approval is submitted.

Notification of Grant Status

Notification of grant decisions will be made to the applicants no later than November 30, 2024. You will be notified via email. Please be sure you include your full and correct email address on your application. Inaccurate or incomplete addresses may delay notifications of awards.

Please do not contact our staff to ascertain the status of your proposal unless you have not received notification by December 4, 2024.

Grant Start Date

If you are awarded a grant, you will be sent a Grant Acknowledgment Form to complete and return to the Foundation office. No funds will be disbursed until we receive an original Grant Acknowledgment Form, signed by both the Principal Investigator and the Grant Administrator, together with appropriate supporting items as outlined in the grant award letter. Awarded grants will be funded for a one, two- or three-year grant period beginning January 1, 2025.

If you require a grant start date up to 60 days after January 1, please state this on the Grant Acknowledgment Form. A written justification for the delay is required. Once

501(C)(3) Veterans Non-Profit

the Grant Acknowledgement form is signed, delayed start dates will not be considered except in the case of dire emergency.

REVIEW PROCESS

Grant applications undergo a stringent, independent peer review for scientific merit and relevance to spinal cord dysfunction. Peer review reports are an integral part of the grant selection process. A panel of reviewers, assigned by the Peer Review contractor, will evaluate each eligible application.

Reviewers will utilize the following criteria to evaluate the applications:

- Impact on veterans and others living with SCI/D, MS, or ALS
- Innovation and Significance
- Approach
- Feasibility
- Investigators
- Facilities
- Budget

The PVA Research Foundation Board of Directors, whose voting members are all Paralyzed Veterans of America members, make final funding decisions, based on numerous factors, including the peer review reports. Final funding decisions rest solely with the Directors.

Upon notification of grant awards, all applicants will receive copies of their grant reviews.

FOUNDATION STAFF CONTACTS

Grant application or administration questions should be directed to:

- Lindsay Perlman
Associate Director, Research & Education
Phone: (202) 416-7611
Email: lindsayp@pva.org

Policy or program questions should be directed to:

501(C)(3) Veterans Non-Profit

- Cheryl L. Vines
Director, Research & Education
Phone: (202) 256-5526 or (805) 439-2804
Email: cherylv@pva.org

ONLINE APPLICATION PROCESS

All application submissions **MUST** be made online at pva.aibs-scores.org, which can be accessed on the PVA website, www.pva.org. Go to “Research Foundation” and click on “Apply Here”

You may also go directly to <https://pva.aibs-scores.org>.

General instructions for completion of PVA Research Foundation applications are available on the pva.aibs-scores.org site, under the “Files” tab:

“General Instructions for PVA Research Project Applications”

Please download and review the instructions before initiating your grant application.

There are three different **grant solicitations** on pva.aibs-scores.org. Please be sure to use the correct award section for your application:

- Basic Science or Clinical Application Grants
- Fellowship Grants
- Design & Development Grants

For technical assistance with the online application submission process, contact Customer Service at pva@aibs.org, Monday through Friday, 9 a.m.-5 p.m., EST.

SUBMISSION CONTENT

The online application includes the following components:

501(C)(3) Veterans Non-Profit

- Title Page (title, abstract, keywords)
- Person Records for Key Personnel (address, email, etc.)
- Eligibility Information
- Proposal Narrative (15-page maximum, not including references)
- Budget / Budget Justification
- Biosketches (must include one for SCI/D Advocate)
- Listing of Other Support
- Letters of Reference (required for fellowships, optional for others)
- Organizational Assurances (e.g. IRB assurance #)
- Supporting Documents (e.g. Letters of Collaboration)
- Electronic Institutional Approval

All components of the application must be completed and submitted electronically. All submissions are considered confidential. Specific instructions for completing each component are in the General Instructions document. Applicants should adhere to templates and instructions to ensure uniformity of presentation for reviewers. Some of the components are web fields that are completed online. Others are Microsoft Word templates that you may download to your computer. You may complete these templates with any standard software (e.g., MS Word or other), but you must convert completed documents to Adobe PDF format to be uploaded to the website.

Applications not submitted in PDF format may not be considered.

Please note that upon completing a submission, a notification email will be generated immediately by the system to your Institutional Official (the Official signing for the applicant institution whom you identified in the online applicant registration process).

This Institutional Official must submit approval for your application before it is fully submitted to the system. This must be completed before July 1, 2024, 11:59 pm EDT.

ORGANIZATION ASSURANCES

The Foundation supports research in a wide variety of areas that may use animal models, human tissue, and human subjects. All applicants must comply with rules and regulations published by the National Institutes of Health on certifications and assurances regarding use of animals in research, human tissue, and human subjects. In each case, approval documents from the appropriate Institutional Review Board (IRB) or Committee must be specific to the proposed investigation, including the time period for which the grant is requested. If application for such approval has been made but has not been acted upon at the time of submission, a letter from the IRB chair or

501(C)(3) Veterans Non-Profit

safeguard committee acknowledging the pending status, with a scheduled date for board or committee action, must accompany the application. **Official approval by the relevant board or committee must be received in the Foundation office before awarded funds will be disbursed.**

Animal Research

The Foundation requires that all individuals and institutions that conduct research with Foundation funds using animals must adhere to all federal, state, and local laws pertaining to the humane care and use of animals for research purposes, including IRB procedures and approvals. At a minimum, the Foundation requires investigators to adhere to the following laws that provide guidelines for such research:

- The Health Research Extension Act of 1985 (Public Law 99-158, November 20, 1985), an amendment to the Public Health Service Act (42 U.S.C. § 289d).
- The Animal Welfare Act (Public Law 89-544, August 24, 1966) and all subsequent amendments through 2013.
- The Public Health Service Policy (7 U.S.C. 2131 et seq.) on Humane Care and Use of Laboratory Animals (revised and reprinted 2015).
- The *Guide for the Care and Use of Laboratory Animals* (Institute of Laboratory Animal Resources, National Academy of Sciences, updated 1996).

Human Tissue

The Foundation requires that all individuals and institutions that conduct research using human tissue, including stem cells, with Foundation funds adhere to all federal, state, and local laws pertaining to the use of this tissue, including IRB procedures and approvals.

Human Subjects

Studies that involve human subjects must ensure that informed consent is obtained from the participants. A copy of the final Subject consent form must accompany the proposal (see Supporting Documents). A letter from the applicant's IRB stating that adequate protection of human subjects' rights will be provided must be submitted with the proposal.

AGREEMENTS WITH COOPERATING INSTITUTIONS OR AGENCIES

Proposals for projects involving institutions or agencies in addition to the grantee (e.g., affiliated clinical facilities, laboratories conducting work under a contract, etc.) must

501(C)(3) Veterans Non-Profit

include a letter signed by a responsible official of the cooperating facility acknowledging its role in the project and supplying such assurances as may cover any aspect of the

research to be conducted in the facility. Such letters must be submitted online under the “Supporting Documents” section of the application. Copies of contracts are not required.

ACKNOWLEDGMENT OF AWARD

When a project is approved for funding, the applicant will be notified in writing.

This written notification will include:

- Instructions for submitting the Grant Acknowledgment Form
- List of required documents
- Copy of the FY25 PVA Research Foundation Policies and Procedures

Manual or electronic signatures of both the Principal Investigator and the Grant Administrator are required on the Grant Acknowledgment Form. **The Principal Investigator may NOT sign as/for the Grant Administrator. Signing this form acknowledges your acceptance of and agreement to comply with the PVA Research Foundation Policies and Procedures.**

The Grant Acknowledgment Form must be accompanied by a photo of the Principal Investigator, a lay project summary, and any other supporting documents requested in the grant award letter.

If you require a grant start date after January 1, please state this on the Grant Acknowledgement Form. A written justification for the delay is required. Grants may start no later than March 1, 2025.

All grant payments are made by an Electronic Transfer of Funds (ETF). The grantee must designate an administrative contact on the Grant Acknowledgement Form who will be responsible for setting up the electronic payments.

501(C)(3) Veterans Non-Profit

REPORTING AND PAYMENT SCHEDULE

All progress and expenditure reports, as well as any supplemental documents, must be uploaded to pva.aibs-scores.org.

Reporting Schedule			
	One Year Grants (Fellowship Only)	Two Year Grants	Three Year Grants
Grant Acknowledgement Form	The grantee must return the original signed Grant Acknowledgment Form before any funds can be disbursed to the project. Upon the Foundation's receipt of the signed Grant Acknowledgment Form, the 1 st payment on the grant will be made.		
Interim Expenditure and Progress Reports	There is no interim report due for a one-year project.	The Interim Expenditure and Progress Reports are due from the grantee within 30 days of completion of the first 12 months. Upon the Foundation's receipt, review and approval of these reports, additional payment(s) on the grant will be made, as outlined above.	The Interim Expenditure and Progress Reports are due from the grantee within 30 days of completion of both the first 12 months and 24 months for a three-year project. Upon the Foundation's receipt, review and approval of these reports, additional payment(s) on the grant will be made, as outlined above.

501(C)(3) Veterans Non-Profit

Final Expenditure and Progress Reports

The Final Expenditure and Progress Reports are due within 60 days of the completion of the project. Upon the Foundation’s receipt, review, and approval of the Final Report, the 10% Retainer, initially withheld from the grant award will be sent to the grantee.

Reports and documents are required at the beginning, midpoint(s) and end of the grant period, depending on the length of the grant. Progress reports should be thorough, concise and provide detailed descriptions of accomplishment of the project goals and objectives. The reports should reflect actual progress and achievement of milestones and goals. The report should also reflect changes in personnel and barriers to progress. Supporting documents should be compiled with the report form into a single PDF document for submission.

Expenditure reports should reflect actual, not budgeted, expenditures for the designated reporting period. After 1st payment, all payments will be based on the expenditure reports.

The Principal Investigator and Grant Administrator must sign the reports. Report templates and submission instructions will be emailed to the grantee one month prior to submission date.

Payments are made to the grantee institution in installments according to the following schedule:

Payment Schedule			
	One Year Grants (Fellowship Only)	Two Year Grants	Three Year Grants
Retainer	50% of the total awards retained by the Foundation until a grant successfully completes all requirements and final reports are reviewed	10% of the total awards retained by the Foundation until a grant successfully completes all requirements and final reports are reviewed	
1st Payment	50% of the total award is paid to the grantee upon the Foundation’s receipt of the original signed Grant Acknowledgement	45% of the total award is paid to the grantee upon the Foundation’s receipt of the original signed Grant Acknowledgement Form	30% of the total award is paid to the grantee upon the Foundation’s receipt of the original signed Grant Acknowledgement Form

501(C)(2) Veterans Non-Profit

	Form		
2 nd Payment	There is no 2 nd payment	45% of the total award is paid to the grantee upon the Foundation's receipt and approval of the Grantee's Interim Expenditure and Progress Reports	30% of the total award is paid to the grantee upon the Foundation's receipt and approval of the Grantee's Interim Expenditure and Progress Reports
3 rd Payment	There is no 3 rd payment	There is no 3 rd payment	30% of the total award is paid to the grantee upon the Foundation's receipt and approval of the Grantee's Interim Expenditure and Progress Reports
Final Payment	The final payment will be based on the Final Expenditure Report. The 50% retainer will be paid upon the Foundation's receipt and approval of the Final Expenditure and Progress Reports.	The final payment will be based on the Final Expenditure Report. The 10% retainer will be paid upon the Foundation's receipt and approval of the Final Expenditure and Progress Reports.	
If funds remain at the end of the grant period, this amount will be remitted by the recipient or will be decreased on the final payment, depending on the amount remaining.			

AMENDMENTS AND EXTENSIONS

Proposed changes to the terms of the grant agreed upon in the Grant Acknowledgment Form, including but not limited to grant period, personnel, budget, and location, must be **made in writing, at least one month** in advance of the proposed change. **This includes requests for No Cost Extensions (see following page).**

Such written requests must be signed by both the Principal Investigator and the Grant Administrator, and should detail the reason for and other relevant information about the change. Approval of any extension or amendment request must be acknowledged in writing by the Foundation to be considered binding.

Personnel Changes

Replacement of the Principal Investigator, Grant Administrator, or any other key personnel must be approved by the Foundation. The request must detail why the change is being made, the name of the replacement, and include biosketch and

501(C)(3) Veterans Non-Profit

contact information for that person. **Funded fellows cannot be replaced and grants must be relinquished.** Requests for change should be submitted to the PVA Director of Research and Education.

Budget Changes

The project budget should be constructed carefully, as you will be expected to adhere to the approved budget in making expenditures from grant funds. The total amount of the grant cannot be increased; however, you may make minor changes within categories of your approved budget. Changes of 15% of total grant or less, **that do not change personnel costs**, may be made without approval, but should be reported. These changes must remain within PVA budgetary guidelines. **Budget changes greater than 15% of total grant amount and ALL personnel line item changes must be approved by Foundation staff in advance of making the change.** A detailed description of the reasons for change should be submitted, in writing to the PVA Director of Research and Education.

Location Changes

The Foundation must be notified if the Principal Investigator or Fellow intends to move from the grantee institution at any time during a funded project period. A written request must be submitted to the PVA Director of Research and Education at least 30 days in advance of the move. The request should state why the move is taking place, the date of transfer and new location.

The request letter must be accompanied by:

- Letter from your current institution acknowledging the move, “closing out” any fiscal responsibilities, and returning any unexpended funds to PVA.
- An interim expenditure report, reflecting expenditures made on the grant by the current institution through the date of transfer.
- Letter from the new institution agreeing to accept the grant and fiscal responsibility.
- A new Grant Acknowledgement form for the remaining period, signed by the PI and the new Grant Administrator.
- If this is a Fellowship, a letter from the Mentor must be included stating how supervision of the fellowship will take place. If this results in a change in mentor, a letter from the new Mentor (with brief CV or biosketch) accepting the role is required.

A detailed description of the reasons for change should be submitted to the PVA Director of Research and Education for approval. Failure to notify the Foundation of the

501(C)(3) Veterans Non-Profit

move and/or complete these documents in a timely manner may result in a delay in funding and/or relinquishment of the grant.

No Cost Time Extensions (NCE)

The Foundation will consider NCEs from grantees who determine that they will be unable to complete the project during the established grant cycle. **Requests for additional time must be submitted, in a letter signed by the PI, to the PVA Director of Research and Education at least one month in advance of the project deadline.** The request must detail the progress on the grant to date, the particular circumstances or reasons requiring additional time, an updated timeline for completion, and the length of extension requested.

The maximum NCE is one 6-month period. Extensions beyond 6 months of the original grant period will not be approved, except in extraordinary circumstances. All NCE requests must be submitted to PVA at least 30 days prior to the project final deadline.

COPYRIGHTS, DISCOVERIES, AND PATENTS ON GRANT- SUPPORTED PRODUCTS

Unless otherwise specified in the terms of an individual grant award, the grantee is free to retain copyright of such materials, which for this purpose are defined as writings, sound recordings, pictorial reproductions, drawings, graphic representations, procedural manuals, forms, diagrams, computer programs or applications. Acceptance of the grant constitutes a license, and the Foundation reserves the rights to reproduce, publish, or otherwise use such materials, royalty-free, for distribution to individuals, groups, or institutions that would benefit from their use. The grantee agrees to license the materials for the purposes described and agrees to execute any document needed to convey such a license. Additionally, the packaging of any grant-related product should clearly indicate that it was supported, in whole or in part, by funding from the PVA Research Foundation.

The Foundation reserves the right to participate in the patenting of the materials, devices or any products resulting from the research funded (or partially funded) by the grant agreement. Any party intending to seek such a patent shall notify the Foundation at least 90 days prior to filing for patent protection, so as to permit the Foundation to evaluate the research and determine if the Foundation wishes to participate in the patenting of the materials, devices, or products resulting from the research. Such notice shall contain a description of the patent sought and shall identify the Foundation grant-sponsored research which forms the basis for the patent protection sought. The Foundation agrees to respond to such notice, in writing, within sixty (60) days of receipt of the notice. The decision to participate or not to participate in the filing for patent

501(C)(3) Veterans Non-Profit

protection of the research shall be at the sole discretion of the Foundation. In the event that the Foundation declines to participate in the filing for patent protection, that decision shall be final and binding on the Foundation unless, pursuant to a subsequent agreement, the parties mutually agree otherwise.

The Foundation shall have the first option to participate in the filing for patent protection of the research in the event such protection is considered to be necessary by the Foundation and upon the Foundation agreeing to pay for the cost of filing for such protection. Upon the Foundation agreeing to file for such protection, the Foundation shall have the first option to negotiate an exclusive license as to the research, subject to the license rights of other sponsors of the research, including the United States government, and negotiated diligence terms related to licensing and development. originating the research who agree to such exclusive license also thereby agree to cooperate in the obtaining of the patent protection of the research and further agree to sign all documents necessary to obtain such protection as may reasonably be deemed necessary for such protection.

OWNERSHIP OF EQUIPMENT

All allowable purchases of apparatus, equipment and materials with PVA Research Foundation grant funds will become the property of the grantee institution. These should be retained for use in further activities focusing on SCI/D research.

PUBLICITY AND SUPPORT ACKNOWLEDGEMENT

Following award of a grant, grantees are required to submit a photograph of themselves (and other relevant photos) to the Foundation together with their Grant Acknowledgment Form. Other photos may be submitted during the course of or at completion of the project. These photos may be used for publicity in Paralyzed Veterans of America's monthly magazine, *PN*, in our Annual Report, or in other publications as deemed necessary to let our readers and donors know how grant funds are being used. Photos will also be used on PVA's social media accounts to promote the Foundation.

The grantee institutions will cooperate with the Foundation in making announcements through the news media of the grant award. We will provide you with a sample press release about your grant that you may use to seek publicity within your host institution and peer community. Principal Investigators are encouraged to publicize the results

501(C)(3) Veterans Non-Profit

of their projects using available avenues for dissemination (e.g., press releases, journals, conference presentations, etc.).

All awarded projects are required to prominently acknowledge Foundation support in every appropriate way (e.g., press releases, articles, posters, platform presentations).

In crediting PVA Research Foundation as a funding source, the following acknowledgment language must be used with all publicity concerning the grant:

Supported [in part or in full, whichever is appropriate] by Grant # _____ from the Paralyzed Veterans of America Research Foundation. In addition, any co-funding sources must be given credit in a similar statement.

COMPLETION OF GRANT

Upon completion of the grant:

- The grantee will have 60 days to liquidate all commitments against the grant account and submit written Final Progress and Expenditure Reports.
- The grantee is required to prepare and submit a lay article (250-500 words) describing the results or outcomes of the project, with an accompanying photo. This article will be considered for publication in PN (our monthly magazine) and/or for other publicity purposes to promote PVA Research Foundation.
- Unexpended funds must be returned to the Foundation within 30 days of submission of the Final Reports. PVA does not allow any unexpended funds to be used for any purpose after grant completion.

When appropriate, photos taken in the course of your project, particularly photos that illustrate the nature of your work (for example, you working in your laboratory, demonstrating your equipment, talking with a patient or teaching a class, or a photo of materials you are developing under the grant) are requested with your final grant report. You may submit more than one photo if you like. Photos may be used in our Annual Report, as part of an article in PN or other publication. They must be high resolution, and in color.



1875 Eye Street NW, Suite 1100,
Washington, DC 20006
(O) 202.872.1300
www.PVA.org

501(C)(3) Veterans Non-Profit

AMENDMENT OF POLICIES

The PVA Research Foundation reserves the right to amend these policies. By returning to the Foundation a signed Grant Acknowledgment Form, the grantee agrees to abide by any changes or to terminate the grant at such time that new policies become effective.