Friends of Doernbecher Grant Program

Application Instructions

**Friends of Doernbecher (FOD)** is pleased to announce the 15th year of its grant program to support clinical and research projects and programs at OHSU Doernbecher Children’s Hospital. One or more grants of up to $175,000 (combined total) will be awarded to Doernbecher and OHSU faculty or staff for the fiscal year 2017-2018. Graduate students, medical students, fellows, post-doctoral fellows, clinical and research staff are all eligible to apply. Indirect costs are allowable and may not exceed 15% of the total program budget. **Indirect costs must be included in your proposed line item budget.**

Interested applicants should submit a two-page description of their proposed project or program. Applications should also be accompanied by a half-page summary cover page. All proposals must have institutional approval from OHSU’s Office of Proposal & Award Management (OPAM) in order to be considered. OPAM requires applicants complete an InfoEd package for each application, as well as ample time to review the proposal. OPAM will then produce an institutional approval document that you must attach to your Friends of Doernbecher grant application. Please contact your department grant manager or the pre-award analyst assigned to your department for guidance on assembling the application, departmental deadlines, and obtaining institutional approval. **The majority of the Friends of Doernbecher grant selection committee have no scientific background, so proposals should be presented in a format that is accessible to a lay audience.**

Documents can be sent electronically or in hardcopy to:

Friends of Doernbecher Grant Program  
Attn: Cassady Kennebeck  
1121 SW Salmon Street, Suite 100  
Portland, OR 97205  
Campus Mail Code L347  
kennebec@ohsu.edu

If you elect to send your documents through campus mail, please allow for extra time to ensure your documents arrive by the deadline.

The proposal should include, in lay format:
1. A signed OHSU OPAM institutional approval form (produced upon OPAM approval)
2. A half-page summary cover page, with full applicant contact information
3. A two-page description of the project including:
   A. Who will benefit from the program?
   B. Whether the project will require additional funding during the period of Friends funding or afterward
   C. Potential funding sources available for any additional necessary support during the project period or afterward
4. A budget and amount requested from Friends (up to 15% indirect costs must be included in budget)

A selection committee, consisting of Friends of Doernbecher (FOD) members and Department of Pediatrics faculty, will select finalists who will make brief presentations in March/April at Doernbecher Children’s Hospital.

**Important Dates**

1. Deadline for submission is Friday, February 10, 2017 at 5:00 pm
2. Initial application review by FOD and Doernbecher faculty will take place in February/March 2017
3. Finalists will be invited to present to FOD and select Doernbecher faculty in March/April 2017
4. Approved applicants will be notified of award status by May 1, 2017
5. Grantees will be invited to attend an official check presentation with the Friends membership at their annual Volunteer Celebration in May 2017
6. Grant period for spending of the FOD award will be July 1, 2017 – June 30, 2018
7. A 1-2 page final report on activities will be due August 31, 2018
Friends of Doernbecher Grant Program
Frequently Asked Questions

Who can apply for a Friends of Doernbecher Grant?
Any employee of OHSU or Doernbecher Children’s Hospital proposing a pediatric-related research project or any program that impacts children’s health is eligible to apply. This includes, but is not limited to OHSU and Doernbecher faculty, clinical and research staff, graduate students, medical students, fellows, and post-doctoral fellows.

What is the average grant amount?
Grants awarded by Friends of Doernbecher typically range from $20,000 to $75,000. Proposals requesting only salary support are historically viewed unfavorably.

Does every proposal need to have OPAM approval?
Yes. All proposals must be reviewed and processed through OHSU’s Office of Proposal & Award Management prior to submission. When submitting your proposal to OPAM, please complete an InfoEd package. Upon approval of your application, OPAM will generate an institutional approval form that must be attached to your Friends of Doernbecher Grant application. Please contact your department grant manager or the pre-award analyst assigned to your department for guidance on obtaining institutional approval. All proposed projects must meet and comply with Department of Pediatrics, OPAM, and Institutional Review Board/IACUC policies and guidelines, if applicable.

Does my proposal need IRB approval?
Please work with your pre-award analyst to determine if your project requires IRB/IACUC approval. Note: Projects do not require IRB/IACUC approval at the time of submission. However, funding for projects that require an IRB/IACUC protocol may be delayed pending approval. Regardless of delays, all funds must be expended by June 30, 2018.

Can I include letters of recommendation with my application?
No. Please only submit the requested application documents: signed OPAM approval, half-page summary cover page, two-page project description, and proposed budget. Additional documents will not be considered in the application review.

Does my application need a budget justification?
A budget justification is not required. If you decide to include one, please integrate it with your proposed budget document.

Can I include tables, graphs, and other supporting documents as additional pages to my application?
Any information pertinent to your project should be included within your two-page application.

Does my proposed project need to take place at Doernbecher?
As the funds raised for these grants come from Friends chapters in Oregon and southwest Washington; it is important that the grantee uses the funds to directly benefit Doernbecher Children’s Hospital. That’s not to say that all proposed projects need to be research-based or need to take place at OHSU or Doernbecher. However, they all need to clearly state how the project will positively impact Doernbecher, the staff, and/or our patients.

Is it possible to re-budget?
Prior written approval from the Doernbecher Children’s Hospital Foundation is needed for re-budgeting in excess of 25% of any line item. Requests for approval should be sent to the Doernbecher Foundation for review.

Are no-cost extensions allowed?
Yes. A one-time, no-cost extension request can be made, not to exceed an additional 12 months. These requests must be submitted in writing to the Doernbecher Foundation at least 90 days before expiration of funding. No-cost extension requests must contain a brief 3-4 sentence justification for requesting the extension and an expected completion date. A 1-2 page letter containing an update on the project (progress made, challenges faced, etc.) must also be included.
When is the final report due?
Final reports are due 60 days after the funding expiration date (August 31, 2018). A reminder to complete these reports will be sent by Doernbecher Foundation staff no later than mid-July. The report should include in layman’s terms:
- Review of project objectives
- Project outcomes
- Financial statement compared to budget
- Plan and timeline for expenditure of any remaining funds
- Next steps and plan for sustaining or moving the project forward

Who are the Friends of Doernbecher?
Friends of Doernbecher is a grassroots, community outreach organization of over 150 former patients, patient families, friends and caring volunteers dedicated to providing long-term, ongoing support of OHSU Doernbecher Children’s Hospital.

Questions?
Contact Cassady Kennebeck at 503 220-8344 or kennebec@ohsu.edu.