

## **RISI GRANT APPLICATION GUIDELINES**

This document provides guidelines to consider when preparing a full grant application to be submitted to the RISI Research Committee and the Rolf® Institute for funding consideration. Full grant applications are accepted by invitation only from the RISI Research Committee. If invited based on evaluation of your previously submitted Short Proposal, please prepare your full grant application in a format similar to that requested by the National Center for Complementary and Integrative Health ([NCCIH](#)) of the National Institutes of Health (NIH). The grant application deadline shall be December 31<sup>st</sup> of the current calendar year.

### **RESEARCH INTERESTS BEING CONSIDERED**

- Clinical studies of Structural Integration
- Individual Case Studies of Structural Integration
- Surveys, including longitudinal and utilization studies of Structural Integration
- Basic science mechanistic studies

### **GRANT PROPOSAL COVER PAGE**

If you are an investigator at an academic or other research institution, please submit the following information on department letterhead. If you are unaffiliated at the time of submission, please use your personal letterhead.

**Submission:** via email to [researchcommittee@rolf.org](mailto:researchcommittee@rolf.org)

**Format:** 12pt font; 0.75" margins

**Name of Corresponding Investigator:** \_\_\_\_\_

**Contact Information:**

**University/Research Institution/Hospital Affiliation(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Proposed Title of Research Project:** \_\_\_\_\_

\_\_\_\_\_

**Estimated Budget (\$)** \_\_\_\_\_

\_\_\_\_\_  
**Signature-Principal Investigator (required)**

\_\_\_\_\_  
**Date**

The full grant application, if invited, is expected to be consistent with regard to the proposed research and key personnel specifically named in your Short Proposal. The organizational strategy and elements to be included in your grant application will be those normally expected in an NIH grant application ([http://www.ninds.nih.gov/funding/grantsmanship\\_checklist.htm](http://www.ninds.nih.gov/funding/grantsmanship_checklist.htm)).

#### **GRANT APPLICATION PROCESS:**

- (1) Full grant applications will be accepted year round. To be considered for the following year's funding cycle, your full application must be submitted by December 31<sup>st</sup> of the current calendar year.
- (2) When submitting a full grant application, copies of your invitation letter from the RISI Research Committee and your Short Proposal should accompany your application.
- (3) The RISI Research Committee will review application packages for completeness within the month following package submission. A letter of receipt shall be delivered either by email or US postal service..
- (4) The RISI Research Committee shall appoint a Grants Review Committee to evaluate applications for scientific merit, professional qualifications of researchers named, institutional qualifications to support the proposed research, as well as the impact that proposed research will have on advancing knowledge of Rolfing® Structural Integration.
- (5) Technical subject matter experts will be recruited as needed to evaluate applications. Applicants are welcome to submit a list of 5 technical experts in their field of research with the understanding that the listed technical experts may or may not be recruited for evaluation of their application.
- (6) After the Grants Review Committee submits its report and grant application score, the RISI Research Committee shall make funding decisions based on, but not limited to, individual application scores, the number of applications received, current RISI research interests and availability of funds.

#### **GRANT APPLICATION REQUIREMENTS**

- (1) RISI Research grants typically provide either pilot study funding or short-term, 1-2 year awards.
- (2) RISI Research funding will be awarded to validated research institutions in support of the applicant's research program. As such, the official recipient of a RISI research award will be a nonprofit organization, typically a university or other organization with a scientific research mission which is tax exempt under Section 501(c)(3) of the Internal Revenue Code or exempt under analogous provisions in the home country of the nonprofit organization. The financial officer administering the grant at the research institution shall be bonded.
- (3) All principal investigators applying for RISI research grants must demonstrate institutional affiliation and that they possess the necessary training and experience to conduct research activities described in the grant application.
- (4) Co-investigators shall demonstrate necessary training and experience to carry out the research or be under the direct supervision of the principal investigator and enrolled in a degree-granting research training program. Co-investigators do not have to be US citizens.

- (5) Applications should include NIH format biosketches and CV's for all principal investigators. NIH format biosketches are required for co-investigators.
- (6) It is desirable to have a Rolting® SI practitioner involved in research efforts, but not required to submit a proposal. Referrals to Rolting® practitioners familiar with research are available through the RISI research committee.
- (7) Each application shall provide a detailed budget which specifies the requested funding amount and distribution plan for each year, to include individual personnel costs, materials costs and other allowed expenditures directly related to pursuing the proposed research.
- (8) Email, postal address, telephone number must be provided for the principal investigator, each co-investigator and the financial officer who will be administering the grant.
- (9) For cases in which the proposed research includes human subjects, the grant application must specify an Internal Review Board (IRB) that shall approve the proposed studies and provide oversight to insure the safety of human subjects. The named IRB shall be certified under United States Department of Health and Human Services and may be affiliated with the applicant's research institution or an independent IRB contracted to provide review and oversight for the proposed study. Please include relevant certifying documents for all referenced IRBs in the application.
- (10) For cases in which the proposed research includes animal subjects, the grant application must specify an independent review and oversight board demonstrating certifications associated with current standards of the Public Health Service Policy on the Humane Care and Use of Laboratory Animals.

## **ALLOWED EXPENDITURES**

- (1) **Personnel:** Funds designated for salaries, employee benefits and hourly wages of study personnel are expected to be equivalent to those currently in place at the grantee nonprofit organization and shall reflect a specific each individual's percentage effort directed to the proposed research study. The budget allocated for personnel may include annual cost of living allowances in keeping with the grantee nonprofit organization's established policies and procedures for compensation.
- (2) **Overhead:** No more than 5% of the total grant amount may be spent on administrative or other overhead expenses
- (3) **Travel Expenses:** Travel expenses related to the proposed research may be budgeted according to existing policies and procedures of the grantee nonprofit organization.
- (4) **Dues and Contingency Funds:** The grantee organization may not allocate RISI award funds as dues to federations, societies or clubs. Furthermore, no grant funds may be budgeted as "contingency funds."
- (5) **Patient Care and Remuneration:** Funds for hospitalization, professional medical services or remuneration of study subjects may be budgeted from grant funds with written justification. Any third-party payments received by the grantee organization for such services are to be used to offset funds awarded in the grant.
- (6) **Supplies and Equipment:** All scientific equipment purchased using RISI grant award funds will become property of the grantee institution. Allocated funds may not be utilized for equipment installation costs unless said funds are requested in the RISI grant

application and approved as part of the requested budget. Laboratory supplies, including the purchase and maintenance of animal subjects may be included in the budget. Office supplies, books and journal subscriptions may not be purchased with RISI grant funds.

- (7) **Construction and Other:** Costs directly related to the proposed research study may be requested in the grant application or in an addendum letter with detailed justification. RISI research award funds **may not** be spent on construction or renovation costs. Items that are not specifically included in the award budget are likely to be disallowed.
- (8) **Rebudgeting:** Funds may be transferred within or between major expense categories of the approved budget (e.g. staff, equipment, other expenses). Rebudgeting due to reductions in the percent contribution made by the Principal Investigator are explicitly disallowed unless written approval from the RISI Research Committee is given.
- (9) **Subcontracting:** Subcontractors from other institutions may be included in a RISI grant application. Requests for subcontractors must be accompanied by a separate budget page and the amounts requested for each subcontract will be entered as separate items on the main budget page. If animal or human subjects are involved in subcontractor services, the appropriate IRB or animal oversight committee will be provided by the subcontracted institution.

## **PROCEDURES AND CONDITIONS OF AWARD**

- (1) **Notification:** The Principal Investigator and the grantee nonprofit organization will be notified by email of the amount of the grant award, the duration and the anticipated start date. An accompanying contract specifying grantee institution obligations as detailed here will be sent with the award notice.
- (2) **Payments:** Award payments will be remitted to the financial officer at the grantee institution on an annual basis. The grantee financial officer and principal investigator shall provide annual financial and research progress reports to the RISI Research Committee. Award payments initially budgeted for subsequent year(s) will be dependent on the approval of annual financial and research progress reports, as well as the availability of funds.
- (3) **Unexpended Funds:** If unused funds remain at the end of the grant year, they may be carried over to the next grant year pending a written request from the principal investigator and approval by the RISI Research Committee. Any unexpended funds remaining at the end of the grant shall be returned to the Rolf® Institute research fund if an extension is not granted.
- (4) **Supplemental Funds:** Supplemental funds will not be granted during the term of the grant.
- (5) **Transfer of the Grant:** If the principal investigator transfers to another nonprofit institution during the term of the grant, the Rolf® Institute retains the right to transfer the grant to the new institution upon written request from the principal investigator.
- (6) **Change of Investigator:** If the principal investigator is unable to continue supervising the research specified in the grant for any reason, the award will be terminated in most instances. However, the grantee institution may submit a written request to continue the grant within 30 days of the principal investigator's incapacity. Such requests must identify a new principal investigator who, in the judgement of the RISI research committee, has the

appropriate background to adequately complete the project and publish meaningful results.

(7) **Award Termination:** A research grant from the Rolf® Institute may be terminated before the end of the award cycle for any of the following reasons:

- The principal investigator requests, in writing, that the award be terminated.
- The principal investigator is unable to complete the research at the original institution.
- The sponsoring institution requests, in writing, that the award be terminated due to the termination of the principal investigator's academic appointment.
- The principal investigator neglects to notify the RISI Research Committee of any changes in his/her departmental or institutional affiliations on record at the beginning of the award.
- Annual financial and progress reports are not received from the principal investigator at least 45 days prior to the annual grant anniversary date.
- The principal investigator is found by institutional or organizational investigation to have committed scientific misconduct or engaged in fraudulent activities.
- The principal investigator alters any aspect of the research plan from that which was originally approved by the RISI Research Committee without first seeking approval from the RISI Research Committee for such changes. Questionable alterations include those that impact the specific aims of the study or research design. Minor changes to schedule, exclusionary protocols, treatment protocols, data collection, etc. are allowed, as long as they do not alter specific aims or overall study design.
- The RISI Research Committee may act to terminate a grant award at any time without cause.

(8) **Publications.** The RISI Research Committee expects publication of research results in appropriate peer-reviewed journals. The principal investigator holds sole responsibility for insuring that study findings are published. The results of any research supported by a grant from the Rolf® Institute may be published without review by the Rolf® Institute, and will be accompanied by a disclaimer, indicating that neither the supervision of the research or the results of the research are attributed to the Rolf® Institute or its members.

(9) **Intellectual Property:** While it is understood that copyrights to grant work products remain with the grantee, The Rolf® Institute requires that it be granted a no-cost, royalty free assignable license to exploit any research results or publications arising from work funded by RISI research grant. RISI funded research shall not give rise to intellectual property rights which infringe upon or inhibit the intellectual property rights of the Rolf® Institute of Structural Integration.

(10) **Privacy:** All research funded by the Rolf® Institute shall respect the privacy of participating individual's identifiable medical information in accordance with applicable laws.

(11) **Acknowledgement:** The Rolf® Institute of Structural Integration shall be acknowledged as a source of funding in all reports and presentations of the research project and all results arising from research supported in full or in part by the Rolf® Institute of Structural Integration. Project results include, but are not limited to: publications, scientific exhibits, scientific presentations, press releases, web and mass media releases, etc.

The following acknowledgement or an equivalent disclosure should be used:  
“This investigation was supported in full (in part) by (a) grant(s) from the Rolf® Institute of Structural Integration. The study content is the sole responsibility of the author(s) and does not necessarily reflect official views of the Rolf® Institute or its officers.”

## PROGRESS REPORTS

- (1) **Guidelines:** An annual report detailing research progress and the expenditure of award funds for the prior research year shall be submitted to the RISI Research Committee at least 45 days prior to each award date anniversary. Instructions for progress reports will be provided to the principal investigator and the institutional financial officer at the time of award notification and again approximately 90 days before the grant anniversary date.
- (2) **Research Reports:** Research reports are to include a summary of progress toward goals cited in the research agenda that were initiated since the grant anniversary, efforts toward goals that are ongoing and goals completed during the year. Any changes in co-investigator personnel should be included, as well as NIH-format biosketches of all new co-investigators.
- (3) **Financial Reports:** The annual financial report shall itemize expenditures via the same categories as requested in the initial budget approved by the RISI Research Committee.
- (4) **Due Dates:** Annual reports are due no earlier than 60 days prior to the grant anniversary date and no later than 45 days prior to the grant anniversary date. Projected research activities and expenditures for the final 6 weeks of the one-year cycle may be estimated. If the grantee expects a surplus, an estimate of unspent funds should be included. Late or incomplete annual reports may result in a gap in funding.
- (5) **Human and animal subjects:** Research progress reports shall include copies of annual approval letters or certifications from the respective IRB and/or Institution’s Animal Care and Use Committee.
- (6) **Presentation and publication:** The annual research report shall include a list of presentations of research results at scientific conferences and all publications of appearing and/or submitted to peer-reviewed journals, which are authored by project contributors.

## PRIVACY POLICIES

- (1) **Privacy:** The Rolf® Institute and the RISI Research Committee are committed to respecting and maintaining the privacy of all parties who provide personal information associated with the submission or execution of proposed research. The Rolf® Institute and the RISI Research Committee do not actively solicit information or applications from individuals under the age of 18. Individuals under the age of 18 are required to obtain parental or guardian permission before providing any personal information.
- (2) **Disclosure:** Names, addresses and other personally identifiable information provided as part of submitted research funding applications will not be sold or rented to third party organizations without the applicant’s approval. The Rolf® Institute and the RISI Research Committee will use submitted information for the purposes of its mission to support research related to Rolwing® Structural Integration. As subject to applicable laws, the

Rolf® Institute and the RISI Research Committee reserve the right to use or disclose information to third parties when such disclosure is deemed reasonably necessary to

- Determine if action is required regarding suspected illegal activities;
- Comply with applicable laws, including, but not limited to, court orders, subpoenas, statutes or search warrants;
- Protect the Rolf® Institute’s rights, property, reputation and best interests or those of its members, affiliates or the public;
- Manage research projects or other scientific efforts funded by the Rolf® Institute;
- Most effectively fulfill The Rolf® Institute and the RISI Research Committee mission.

- (3) **Medical Information:** Medical and personal information will be respected in accordance with the Health Insurance Portability and Accountability Act and other applicable laws.
- (4) **Email:** An applicant’s email address submitted to the Rolf® Institute and/or the RISI Research Committee may be used for direct correspondence regarding funding applications as well as periodic updates pertaining to the Rolf® Institute and the RISI research committee activities. An applicant may unsubscribe from email updates by sending an email to [researchcommittee@rolf.org](mailto:researchcommittee@rolf.org)
- (5) **Data Storage:** The Rolf® Institute and the RISI Research Committee takes steps to protect all submitted information and accompanying data from unauthorized use, but it does not guarantee information security. All information provided in funding applications or otherwise is provided at one’s own risk and the Rolf® Institute and the RISI Research Committee is not liable for release of personal information.
- (6) **Contact Information:** Inquiries about the privacy policies stated here or other aspects of the RISI Research Committee may be sent via email to [researchcommittee@rolf.org](mailto:researchcommittee@rolf.org) or by postal delivery to the RISI Research Committee, Rolf® Institute of Structural Integration, 5055 Chaparral Ct., Suite 103, Boulder, CO 80301.
- (7) **Amendments:** The Rolf® Institute and the RISI Research Committee reserve the right to amend the privacy policies stated herein at any time and will provide a date stamp upon amendment.
- (8) **Policies last updated:** October 9, 2015