

**THE CRANIAL ACADEMY FOUNDATION  
W G SUTHERLAND FUND  
Application**

**Deadline: April 1 or September 1**

**SOURCE AND PURPOSE**

The source of this fund is monies placed in The Cranial Academy Foundation, Inc. The purpose of these funds is to provide initial and/or interim support of promising research projects. The guidelines that follow allow for flexibility and fairness in the distribution of these funds.

**USE AND ELIGIBILITY**

These funds may be used only for highly promising pilot projects and for short-range continuation of existing projects for which sufficient funds cannot be immediately obtained from other sources. Funds will be granted only for identified equipment, supplies, and modest consultant fees. While travel expenses are not usually provided from these sources, exception can be made for travel in order to obtain new training necessary for a specific project. Unused funds are to be returned to The Cranial Academy Foundation, Inc., if the project is terminated or other funding for the project is obtained.

**AWARD AMOUNT AND DURATION**

Investigators may request up to \$10,000 for the term of the proposal. Expenditures must be identified and justified in the budget portion of the proposal. Funding for each project shall have a maximum duration of two (2) years. Carry over of unexpended funds beyond the initial funding period will not be allowed without review committee approval.

**APPLICATION**

Applications to the \_\_\_\_\_ Fund must include the following forms and information.

- 1) Research Grant Application Approval Form
- 2) Budget
- 3) Funding Justification form (Appendix A)
- 4) Research Plan (maximum 5 pages) containing the following sections:
  - A. Specific Aims
  - B. Background and Significance
  - C. Research Design and Methods
- 5) Letter(s) of support from any agency, entity, or individual involved in the proposal.
- 6) Cranial Academy Foundation Grant/Contract Application Approval Form

Applications shall be submitted by April 1 or September 1.

## **REVIEW AND AWARD**

The Committee for Research, with additional consultant as needed, will review the applications for scientific merit and appropriateness of budget. A copy of the worksheet utilized by the reviewers is attached to these guidelines. The reviewers' recommendations will be forwarded to The Cranial Academy Foundation Board.

## **ACCOUNTING PROCEDURES**

The Principal Investigator is responsible to submit an accounting of money spent from the grant.

If the Principal Investigator is unable to complete the project during the period of the grant, expenditures shall immediately be terminated and unexpended funds returned to the appropriate source. The Committee for Research retains the right to determine the disposition of equipment purchased under the grant.

## **PROGRESS AND FINAL REPORTS**

A final report is required from the Principal Investigator within 62 days after the end of the grant period. This report should include a summary of the work performed, a publication list, and a detailed report of expenditures. Those not submitting a final report will not be eligible for future funding.