

# **The Edward N. & Della L. Thome Memorial Foundation, Bank of America, N.A. Trustee, Awards Program in Age-Related Macular Degeneration Research**

## **Terms of the Award**

**Award Amount and Funding Period:** Three-Year Awards totaling \$750,000 (\$250,000 per year) and One-Year Pilot Studies of up to \$150,000 will be awarded for the funding period of December 15, 2009 – December 14, 2012 and December 15, 2009 – December 14, 2010 respectively. The start date may be postponed for up to three months without a formal request. Longer delays must be approved by The Medical Foundation, a division of Health Resources in Action (Boston, MA), administrator of the Edward N. & Della L. Thome Memorial Foundation, Bank of America, N.A. Trustee, Awards Program in Age-Related Macular Degeneration Research. Awards are made to nonprofit academic, medical, or research institutions throughout the United States or US territories on behalf of the Award Recipients.

**Financial Responsibilities of Award Recipient Institution:** The Award Recipient Institution will keep systematic records of all expenditures relating to this award. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc. will be retained by the Institution for five (5) years after the close of the award period and will be available for inspection by representatives of the Edward N. & Della L. Thome Memorial Foundation during normal business hours and upon reasonable notice throughout this period. The Edward N. & Della L. Thome Memorial Foundation Awards Program in Age-Related Macular Degeneration Research may, at their expense, examine, audit, or have audited the records of the Institution insofar as they relate to activities supported by this Award.

**Institutional Assurances:** Award Recipients are expected to adhere to all national, state and local regulations regarding the use of animals, radioactive or hazardous materials, and recombinant DNA in their research projects. If applicable, recipients are expected to adhere to all national, state and local regulations regarding the use of human tissue in their research projects, including informed consent when appropriate. The appropriate national, state, and local guidelines with regard to scientific misconduct must also be in place and enforced at all institutions with which its award recipients are affiliated. It is the responsibility of the Award Recipient Institution to make sure that all approvals are in place prior to releasing any award funds. The signature of the Authorized Institutional Representative on the Application Face Sheet confirms this oversight.

**Use of the Award Funds and Payment Schedule:** The laws of the United States place certain restrictions on the manner in which funds awarded to organizations by charitable trusts and foundations may be expended. The award from the Edward N. & Della L. Thome Memorial Foundation may be used to support the Award Recipient's salary and fringe benefits; salaries and fringe benefits of postdoctoral fellows, technicians or graduate students; publication of scientific data; travel to scientific meetings; laboratory and data processing supplies; and other direct expenses such as equipment essential to the project. Salaries must be in proportion to the percent effort on the research project. However, percent effort may exceed the percent of total remuneration requested. Funds may not be used for new construction, the renovation of existing facilities, general operating costs, fundraising projects or endowments.

Indirect costs (institutional overhead) may not exceed 10% of direct costs or \$22,728 each year for the \$750,000 Award and up to \$13,637 for the maximum \$150,000 One-Year Pilot Study. The Grant monies which have been awarded, including any interest earned therein, may only be used for the purposes stated in this agreement.

Award payments for Year 1 of the \$750,000 Award will be made in two equal installments by The Medical Foundation on or before December 15, 2009 and on or before June 14, 2010. **Year 2 and Year 3 funding** are contingent upon the timely submission of Progress and Financial Reports and a satisfactory assessment of the Award Recipient's progress by the Scientific Review Committee. Those payments will also be made in two installments on or before December 15, 2010 and June 14, 2011 for Year 2 and on or before December 15, 2011 and June 14, 2012 for Year 3. Award payments for the One-Year Pilot Studies will be made in two equal installments on or before December 15, 2009 and June 14, 2010.

**Reporting Requirements:** In September, following the start date of the Award, all Award Recipients shall submit a research progress report, a budget for Year 2 of the grant (Three-Year awards only), an update on any additional funding support, and a financial accounting of expenditures to-date. A similar report will be submitted one year later for Year 3 of the \$750,000 Award. Final Scientific and Fiscal Reports are due sixty (60) days following termination of the award period. Award Recipients will receive email reminders, including the forms and format for these reports, approximately one month prior to their due dates.

**Re-Budgeting:** All requests for re-budgeting or reallocation of grant funds over \$20,000 must be conveyed by email to the Scientific Program Officer, [tylerbrown@hria.org](mailto:tylerbrown@hria.org). The request must include the revised allocation of resources along with specific detail and justification for the reallocation.

**Carryover of Funds and No-Cost Extension:** For the three-year awards, any funds remaining at the end of Year 1 of the award period may be carried over to Year 2 and Year 2 funds may be carried over to Year 3. For both the one-year and three-year awards, a **no-cost extension for up to nine months** may be granted upon email notification to The Medical Foundation division. This communication should include an explanation for the extension, the unexpended balance, and a timeline for expenditure of the remaining funds. A final report is due at the completion of the extension period. Any portion of the award not expended at the conclusion of the extended project period must be returned to The Medical Foundation division within thirty (30) days.

**Transfer or Termination of Award:** Awards are made to the Institution on behalf of the Award Recipient. In the event that the Award Recipient leaves that Institution, the Award is not transferable without prior approval of The Medical Foundation division. If the project is terminated for any reason, any unused funds must be returned to The Medical Foundation division within thirty (30) days of the termination of research activity.

**Unused Funds and Reversion:** Should any of the following events occur, The Medical Foundation division, on behalf of the Edward N. & Della L. Thome Memorial Foundation, may demand repayment of all unexpended portions of the Award; moreover, all unpaid installments may be cancelled.

- A determination, preliminary or otherwise, is made by the United States Internal Revenue Service, or foreign equivalent, that the award does not constitute a qualifying distribution.

- The Award Recipient Institution fails to perform any of its duties, in the judgment of The Medical Foundation division or its Scientific Review Committee, required by the Terms of this Award.
- The Award Recipient Institution ceases to be exempt from income taxes under the Internal Revenue Service Code or becomes a private foundation.
- There is a material change in the purpose, character, or method of operation of the Award Recipient Institution such as to jeopardize its tax status.

**Patents, Copyright and Intellectual Property:** Award Recipients should follow their institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under this award. Neither The Medical Foundation division, nor Bank of America N.A. Trustee of the Edward N. & Della L. Thome Memorial Foundation will retain any rights to published results or patents that result from the research.

**Scientific Meetings and Publications:** Award Recipients will be expected to share research findings in a timely manner through professional meetings and/or publications. Publications or presentations resulting from research work supported by the award must acknowledge support from the Edward N. & Della L. Thome Memorial Foundation, Bank of America, N.A. Trustee.

**Additional Support:** Awards from the Edward N. & Della L. Thome Memorial Foundation are made for a period of one or three years. In making this Award, the Edward N. & Della L. Thome Memorial Foundation assumes no obligation to provide additional support to the Award Recipient.

**Contact Information:**

**Tyler C. Brown, Ph.D.**  
Scientific Program Officer  
The Medical Foundation,  
*a Division of Health Resources in Action*  
Edward N. & Della L. Thome Memorial Foundation  
Awards Program in Age-Related Macular Degeneration Research  
95 Berkeley Street, #208  
Boston, MA 02116  
[tylerbrown@hria.org](mailto:tylerbrown@hria.org)  
617-279-2240, ext. 329