**Project Proposal Form – Innovation Award**

The mission of the PTEN Research Foundation is to fund and facilitate research that will lead to new and better treatments for PTEN hamartoma tumour syndrome (PHTS).

**Important Notes:**

1. **Application Process:** After submitting the Project Proposal Form, applicants will receive an acknowledgement email with an estimate of the review timeline within approximately one week. All applications will undergo scientific, budgetary, and strategic review by the PTEN Research’s scientific team only. External review may be sought for addressing specific questions, where needed. Applicants of successful project proposals will be invited to submit a full application by completing a Grant Application Form which will be subject to further review in line with the Foundation’s policies.
2. **Project Proposal Form:** The Project Proposal Form should be submitted in Calibri font size 11 as a guide limited to six pages including text and images but excluding references.
3. **Project Budget:** A high-level budget breakdown, for guidance purposes, should be submitted using the Project Proposal Budget Form provided with this form or found on our [website](https://www.ptenresearch.org/for-researchers-and-professionals/apply-for-research-funding/). The proposed budget should clearly identify the cost breakdown against personnel, equipment, consumables, and other costs, as applicable. The budget should be submitted in Excel format. Other file formats will only be accepted if accompanied by a copy in Excel. PTEN Research’s policies and guidance on acceptable costs are available on our [website](https://ptenresearch.org/for-researchers-and-professionals/apply-for-research-funding/) and further information can also be requested from research@ptenresearch.org.
4. **Terms and Conditions:** All applications submitted to PTEN Research, either in the form of Project Proposals, Grant Applications, or otherwise, are subject to PTEN Research’s Terms and Conditions of Applications, as set out on our [website](http://www.ptenresearch.org/for-researchers-and-professionals/apply-for-research-funding/terms-and-conditions-of-application/) and which may vary from time to time. Please also read our Grant Funding Policy detailed in **Section 5** below before submitting this application.
5. **Confidentiality Agreement:** If you wish to include in your application results, data, or background Intellectual Property (IP) that might thereby constitute a public disclosure, contact PTEN Research and we will provide a Confidentiality Agreement, as appropriate.

To submit an application or if you have any further questions, contact us at research@ptenresearch.org.

**Section 1: Summary Details**

**1.1 Project title**

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**1.2 Principal investigator(s) (PI)**

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**1.3 Institute(s) where project will be conducted**

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**1.4 Named project personnel**

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**1.5 Project duration and expected start date**

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**1.6 Total requested funds**

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**Section 2: Project Proposal**

**2.1 Background**

Provide background information (including data, where relevant) relating to the proposed project.

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**2.2 Details of proposed project**

Provide details of the project, including a clear articulation of the overall hypothesis and aims, a high-level project plan and the core methods that will be used.

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**2.3 Project schedule**

Provide a Gantt chart of the project schedule identifying the key activities for each aim. Include milestones and deliverables identified in Section 2.2. If preferred, this information can be provided as a separate file (Excel, PowerPoint, or PDF).

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**2.4 Project risks and mitigation plans**

Describe the main risks associated with the project and briefly outline any mitigation plans to address those risks.

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**Section 3: Additional Information**

**3.1 Current and previous funding from PTEN Research**

Has the applicant, or any co-applicants, previously received funding support from PTEN Research? If yes, please outline how the proposed project relates, if at all, to any ongoing projects or previously generated data supported by PTEN Research.

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**3.2 Value of proposed work to the PTEN Research’s strategic research priorities**

Describe how the project is expected to contribute to the strategic research priorities of PTEN Research as set out on our [website](https://www.ptenresearch.org/for-researchers-and-professionals/research-strategy/).

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**3.3 Value of proposed project to the PHTS community**

Describe how the proposed project is expected to contribute to the PHTS community either directly or indirectly. If applicable, provide details of your interaction with PHTS patient organisations or other patient representatives during the design of this study.

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**3.4 Additional information**

Include any additional information you feel important to be considered in the review of the project proposal.

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**Section 4: References**

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**Section 5: Grant Funding Policy**

Before submitting a Project Proposal, we wish to advise applicants, as well as the contract management and technology transfer offices of the Host Institution (HI), of certain standard conditions associated with PTEN Research's support for a grant. These are highlighted in our Grant Funding Policy, outlined in points a) to i) below and on our [website](https://www.ptenresearch.org/for-researchers-and-professionals/apply-for-research-funding/).

1. Choice of law: Our granting terms and conditions are always governed by the law of England and Wales.
2. Publication: We require that all work supported by our grant funding is published, even if the objectives of the grant are not fully met. We ordinarily require that all publications (including manuscripts, posters, and abstracts) are shared with PTEN Research prior to publication. Guidance on how to reference Foundation funding in publications and presentations can be found in our [Publication and acknowledgement guidelines](https://ptenresearch.org/for-researchers-and-professionals/publication-and-acknowledgement-guidelines/).
3. Currency: We provide grants in the HI's local currency.

1. Data sharing: We support data sharing, which will include all data generated from the PTEN Research’s granting activity. Subject to applicable data privacy legislation, such data will include data underpinning any publication or presentation of data that the PTEN Research expects to be made available, in an accessible form, to other researchers no later than at the time of the primary publication. Our position is that we can require access and a copy of all de-identified data generated from the award grant.
2. Protection of IP:  We do not seek to directly own or co-own IP arising from our funding. IP that is generated from granted work should routinely be protected by the HI for the mutual benefit of the HI and PTEN Research. If the HI wishes to abandon protection of PTEN Research funded IP or does not protect, manage, or exploit this, we require step in rights to meet our charitable objectives. PTEN Research requires the right to utilise IP arising from our funding to continue to support its charitable mission to support research into PHTS. To meet this, we require a perpetual, irrevocable, royalty-free, world-wide, non-exclusive, transferable, and sub-licensable license. At minimum this will encompass use for academic or not-for-profit research and teaching purposes.
3. Consent IP and revenue sharing:
* Our position is that every HI needs our consent before commercialising PTEN Research funded IP. This is to ensure the commercial use of the IP does not conflict with our charitable mission.
* When PTEN Research funded IP is commercialised and revenue is generated, it is essential that we have a meaningful participation in that revenue in order to meet our public benefit obligation as an English charity it is therefore our expectation that a meaningful share will be returned to us and will be reinvested in future PHTS research. Our default share is 50 per cent and we shall consider a different proportion in very limited circumstances. For further information please see our [Public Benefit Obligation](https://ptenresearch.org/media/1259/public-benefit-requirement-28-mar-final.pdf).
* Every funded organisation will provide a report detailing all material activities concerning the protection, management and any commercialisation of any IP arising from our funding quarterly or upon our written request.
1. Monitoring and evaluation: We work closely with the PI and HI to monitor that grants progress. We request regular (usually quarterly) scientific progress reports as well as a financial report once or twice per year. Our grant payments are ordinarily subject to pre-agreed milestone completion. This is a requirement of our auditors to ensure compliance with English charity law.
2. Overhead costs: Our position is that we only support direct costs that are all those eligible costs which can be attributed directly to an award grant. To this effect, we will not ordinarily fund “overheads” or “indirect costs”.
3. Liability: As a charity we cannot accept any responsibility for financial or other liability incurred by the funded organisation or any participant that may arise out of the PTEN Research funded award grant or their use or exploitation of any PTEN Research funded generated IP. To this effect, we require that the HI will indemnify PTEN Research and associated parties against all liability resulting from the HI’s conduct and activities under the award grant and in connection with their use and exploitation of any PTEN Research funded generated IP.

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| [ ]  By checking this box , I confirm that I have read and understood the **PTEN Research Grant Funding Policy**, as set in points a) to i) above and on PTEN Research [website](https://www.ptenresearch.org/for-researchers-and-professionals/apply-for-research-funding/), and that I will share it with relevant staff at the contract management and technology transfer (or similar) offices at my institution.  |