



# Midwest Stone Institute

**MIDWEST STONE INSTITUTE**  
**12166 Old Big Bend, Suite 110 • St. Louis, MO 63122**  
**(314) 835-1549 • FAX (314) 835-0069**

## **RESEARCH, HOSPITAL & PHYSICIAN GRANT APPLICATION AND GUIDELINES**

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**2-4     Administrative Policies and Procedures**

**5-7     Instructions for Completion of Application**

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**Deadline – December 31<sup>st</sup> or June 30<sup>th</sup> each year**  
**Please see page 2 for submission details.**

**Grant application available on Midwest Stone Institute website: [www.mwstone.com](http://www.mwstone.com)**

# ADMINISTRATIVE POLICIES AND PROCEDURES

## MIDWEST STONE INSTITUTE RESEARCH, HOSPITAL & PHYSICIAN GRANTS

### 1. Introduction

Founded in 1985, Midwest Stone Institute (MSI) is now one of the most progressive Extracorporeal Shockwave, laser and minimally invasive service providers. Headquartered in St. Louis, Missouri, MSI provides services at Hospitals and Ambulatory Surgery Centers within an expanding Missouri and Illinois territory.

### History

**January 29, 1985** - Certificate of Need from the Missouri Health Facilities Review Committee, which created Midwest Stone Institute (MSI), was issued.

**October 1985 through March 1986** - Dr. Peter Bub of Germany serves as the first ESWL/Endourology fellow. Although Dr. Howard Winfield served a fellowship under Ralph V. Clayman in Endourology in 1985.

**1985** - The joint venture is a consortium of 13 hospitals and initially over 50 urologists from the St. Louis area

**October 24, 1985** - The Dornier HM-3 lithotripter was installed and the first kidney stone lithotripsy was performed in Missouri at Midwest Stone Institute.

**October 25, 1985** - The original bylaws that brought Midwest Stone Institute officially into being were signed.

**February 1986** - An outpatient protocol for kidney stone lithotripsy was established.

**March 1986** - The 13 hospitals members of Midwest Stone Institute guaranteed a loan from Mercantile Bank in excess of \$3.5 million.

**July 1986** - MSI provides physician training in ESWL as the first AUA certified site in Missouri.

**December 1986** - Mallinckrodt Institute of Radiology secures the right to investigate the second-generation lithotripter known as the Siemens Lithostar and performs their first treatment. This was the first Lithostar in the United States.

**August 6, 1987** - The Missouri Health Facility Review Committee approved the agreement between Midwest Stone Institute and Mallinckrodt Institute of Radiology.

**August 31, 1987** - Mallinckrodt Institute of Radiology signs the agreement with Midwest Stone Institute under a Certificate of Need ruling to enable Mallinckrodt to proceed with their FDA trials under the auspices of Midwest Stone Institute's Certificate of Need. Midwest Stone Institute provides physician support, administrative support, billing & scheduling to the Lithostar at M. I. R.

**June 1988** - Dr. Terri Monk does the first IV sedation treatment on the HM-3.

**October 1988** - Siemens Lithostar receives FDA Approval, after IDE Trials through a joint effort of Mallinckrodt Radiology and Midwest Stone Institute.

**August 1990** - Midwest Stone Institute opened staff to all its trained member urologists. The last treatment on the Lithostar before Mallinckrodt Institute of Radiology sold its Siemens Lithostar to a foreign concern.

**November 1990** - Midwest Stone Institute adopts the use of the Jenkins/Gillenwater (University of Virginia) Stryker Frame adaptation for treatment of mid and lower ureter stone on the Dornier HM-3.

**1991** - Midwest Stone Institute is approved as the first site in the United States or Canada, for the FDA trials of the EDAP LT-02.

**June 3, 1992** - The Missouri Health Facilities Review Committee CON granted a research exemption to MSI for studies on the EDAP LT-02 lithotripter. Mid-June 1992 - EDAP LT-02 arrived in the United States.

**March 8, 1993** - The first patient was treated on the EDAP LT-02.

**April 1993** - Midwest Stone Institute purchased a mobile Dornier HM-3.

**July 22, 1994** - The first Midwest Stone Institute mobile lithotripsy was performed. The mobile HM-3 unit is currently home based at Barnes-Jewish West County Hospital.

**1995** - Midwest Stone Institute discontinues treating patients on the EDAP LT-02

**1997** - Midwest Stone Institute partners with academic and community nephrologists to provide urologists and patients metabolic stone evaluation services.

**1998** - Midwest Stone Institute purchases a mobile LithoTron and Holmium Lasers

**August 1998** - Midwest Stone Institute begins FDA trials using shockwave technology for orthopaedic treatments

**October 12, 2000** - FDA approves shockwave therapy for the treatment of plantar fasciitis.

**2002** - Midwest Stone Institute begins cryo-ablation therapy services

**2003** - Midwest Stone Institute begins brachy-therapy services

**January 2006** - Midwest Stone Institute begins benign prostatic hyperplasia services. Midwest Stone Institute purchases the Storz Modulith SLX-F-2 lithotripter

**2007** - Initiated providing C-arm services for pain management.

**September 2008** - Began providing KTP Greenlight photoselective vaporization of the prostate services

To date over 12,000 patients have experienced the miracle of ESWL and ESWT through the auspices of MSI. In addition, MSI has trained and certified over 400 physicians to provide ESWL and ESWT. Lastly, since 1985, 32 fellows in ESWL, Endourology, and ESWT have been supported and trained by MSI.

## **2. Purpose:**

Each year the Board of Directors of Midwest Stone Institute will determine an amount of Grant Funds for which Physicians and Hospitals may make grant applications. The primary purpose of this Grant Proposal Request is to provide worthy organizations and physicians with funds to help Midwest Stone Institute further its Urological, Orthopaedic and Minimally Invasive Surgery mission to promote teaching, research, and charity care within the St. Louis Region of Missouri and Illinois. There will be four categories of grant applications: Animal/Bench Research, Clinical Research, Hospital, and Physician.

## **3. Deadline for Application:**

Animal/Bench/Clinical Research Grants: December 31<sup>st</sup> each year;

Physician/Hospital Grants: December 31<sup>st</sup> each year & June 30<sup>th</sup> each year

## **4. Period of Grant:** Animal/Bench /Clinical Research Grants: April 1 through March 31, for one year.

Physician/Hospital Grants: One year from Notice of Grant approval

## **5. Notification of Award:** December 31 application deadline: Midwest Stone Institute will notify each applicant by letter after the Board of Directors meeting usually held in January or February. June 30 additional application deadline for Physician/Hospital Grants applicant will be notified by letter after the Board of Directors meeting usually held in July.

## **6. Amount:** Application for grant funds does not ensure receipt of any or all requested funds. Awards are at the discretion of the MSI Board of Directors. The Board reserves the right to fund based upon scientific, charitable and educational merit. The Board reserves the right to fund based upon whether the research has been done in the past.

## **7. Eligibility:** Grants will be accepted from Universities/Hospitals/Physicians within the MSI service area. Candidates who have received other funding grants or equivalents which fully covers MSI applicable research/clinical expenses for the same time period as submitted research are not eligible for an MSI Research/Clinical grant. No indirect expenses will be accepted within a grant budget.

## **Animal/Bench Research Applications:**

### **Acceptable expenses:**

- Technician salary (time documented with time card as related to the study only)
- Capital Equipment less than or equal to \$5000
- Animal purchase and housing
- Anesthesia expenses
- Cadaver
- Reagents
- Primary Investigator percentage of time on project not to exceed 10% of acceptable grant budget.

### **Not Acceptable expenses:**

- Fellow salary
- Capital equipment expenses greater than \$5000
- Laboratory space rental or lease
- Investigator/technician benefits
- Travel to meetings
- Indirect Expenses

## Clinical Research Applications:

### Acceptable expenses:

- Clinical Nurse or assistant (time documented with time card related to study only)
- Reasonable patient reimbursement
- Institutional Review Board expenses

### Not Acceptable expenses:

- Primary Investigator/Fellow salary and benefits
- Lab/office space rental or lease
- Travel to meetings
- Indirect Expenses

## Hospital Grant Applications:

### Acceptable expenses:

- Educational grants for nurses/technicians within urology or orthopaedics
- Urologic/orthopaedic charity care. (**Charity care is defined as care provided to individuals with no financial resources. Funds are not to be applied to an organization's contractual allowances or bad debt.**)
- Equipment (reviewed on a case by case basis)

### Not Acceptable expenses

- Equipment that may compete with MSI's equipment services.

## Physician Grants:

### Acceptable expenses:

- Registration fee of Educational meeting within continental North America
- Flight (coach fare),
- Hotel
- **Note:** Reimbursement will occur following expense report with receipts included.

### Not Acceptable expenses:

- Companion travel
- Travel to other continents.

## 8. Items Required:

- ❖ **Original application (with signatures) and 5 copies must arrive in the MSI office by the December 31 deadline. (Original photos, if applicable, should be attached to all copies.)**
- ❖ Provide Animal IACUC approval, if applicable. (Note: No funds will be distributed until IACUC approval is granted)
- ❖ Provide Human IRB statement, if applicable. (Note: No funds will be distributed until IRB approval is granted)
- ❖ Provide statement describing the relevance of the project to the mission statement of Midwest Stone Institute

## 9. Application Procedure:

- The original application must be clipped, not stapled; original signatures should be in blue ink. Five (5) copies, which have been duplexed (two-sided copies), must be submitted along with the original. The proposal must be single-spaced. **The font of the letters must not be smaller than 10 point; 12 point is strongly recommended for the research plan.** Type density must be no more than 15 cpi. No more than 6 lines of type must be within a vertical inch. Minimum margins must be 1/2 inch for left and right, 1 inch for top and bottom.
- Total Research Plan is not to exceed twenty (20) pages
- If photographic prints are submitted, they must be attached to the original and all copies. Please affix photos to an 8 1/2" x 11" sheet of paper, if they are not already on paper of that size

10. **Submission Instructions:** Please submit complete application to:

Kim Skrainka, Executive Director

Midwest Stone Institute

12166 Old Big Bend, Ste 110

St. Louis, MO 63122 (314) 835-1549

fax: (314) 835-0069

## INSTRUCTIONS FOR COMPLETING RESEARCH, HOSPITAL & PHYSICIAN GRANT APPLICATION

All applications must include pages AA-GG. If a page is not applicable for the requested type of grant, mark "NOT APPLICABLE" on the page.

### A. Face Page (AA) of Application and Page AA-1:

1. Page AA is the cover sheet for the entire application. Please complete all sections. Page AA-1 requires information about the co-principal investigator, the institution's Financial Officer and classification information.
2. Please enter specific titles, departments, addresses, telephone and fax numbers, where requested.
3. Signatures are required for principal and co-principal investigator, department chairman, other investigators associated with the project (if applicable), the financial officer and the official authorized to sign for the institution. Please use blue ink for all required signatures; no per signatures are permitted.

### B. Page BB: Abstract

1. Abstract of Research Plan: Provide a 100 word abstract with 5 underlined phrases for project summary. State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals. A timeline should be provided. Avoid summaries of past accomplishments and the use of the first person. This description is meant to serve as a succinct and accurate description of the proposed work when separated from the application.
2. Performance Site(s): List name and location of **all** site(s) where the work will be performed. Provide details on Page HH under Resources.
3. Key Personnel: List all personnel associated with the project. Provide details of their responsibilities on page EE under Budget Justification.

### C. Page CC: Research and Clinical Research Table of Contents

Complete the Table of Contents. Please reference the page numbers of your application.

### D. Pages DD and EE: Budget and Justification

1. Enter budgets for budget period on page DD. On page EE, provide justification for each expense and category for each year.
2. Salaries and Wages: Enter the name, percent of time on project and salary requested, as well as normal fringe benefits, i.e., pay for vacation, sick days, and holidays charged to the grant. On budget justification page state what each person will be doing. No salary can be requested for principal investigator or co-principal investigator.

3. Permanent equipment: Any major piece of equipment or apparatus costing more than \$500 should be itemized, and justifications made.
4. Consumable supplies: Glassware, chemicals, supplies and all expendable materials may be grouped in this category under appropriate subheading.
5. Animals and animal care charges, core facility fees, and fees for special procedures must be itemized.
6. Travel Expenses, Workshop or Seminar: Registration fee of Educational meeting within continental North America, Flight (coach fare), Hotel, (**Note:** Reimbursement will occur following expense report with receipts included.) (Note: Companion fees, and travel to other continents are **not** acceptable grant requests).
7. **NOTE:** No grant will allow indirect expenses.

E. **Page FF: Other Support**

Provide information on other support on continuation sheets in the **format** shown on Page FF. List research funding the Principal Investigator, Co-Principal Investigator, and other investigators have received for submitted research expenses that are not included in the submitted budget to MSI.

1. List research funding relevant to this project for the past five years.

F. **Page GG: Research Plan and Supporting Data:**

1. Complete this section on continuation pages, giving details following the outline below. **The total proposal (a through d) cannot exceed twenty (20) pages.**
  - a. Specific Aims – Provide testable, null hypothesis(es) with a concise statement of the aims of the proposed research (should not exceed one page).
  - b. Background and Significance - Summarize important results to date obtained by others on the problem, citing publications. Explain why the results of the proposed work may be important. (should not exceed three pages).
  - c. Preliminary Studies/Progress Report - Describe briefly any work you have done that is particularly pertinent. On projects where human subjects are placed at some risk, where animals are used for experimentation, or where there is a laboratory methodology with which the applying institution has not had well documented experience, the investigator is encouraged to submit data from a pilot study.
  - d. Research Design and Method - Give details of your research plan, including how the results will be analyzed. For each specific aim mentioned in “a”, show how your plan is expected to fulfill the aim. Please include an estimated timetable. Also, include method of statistical analysis, if relevant. Power studies with clearly delineated assumptions to justify the study sample size, and therefore the

cost of the grant, are expected. If this is a resubmission, new information must be indicated per section H1 above.

- e. Human Subjects - Attach a Human IRB statement, if applicable. IRB approval is required for any study involving patients or patient materials.
- f. Vertebrate Animals - Attach a Vertebrate Animal IACUC approval, if applicable.
- g. Literature Cited - List material referenced in application, including full author list and full titles.
- h. Provide a statement describing the relevance of the project to MSI's mission statement:

**“Midwest Stone Institute will make available the highest quality Urologic Stone Disease care\* to all patients in the St. Louis Region, regardless of ability to pay. In furtherance, Midwest Stone Institute is committed to promote teaching and research in all aspects of minimally invasive surgery.”**

\*Please note that MSI now provides extracorporeal shockwave therapy for orthopaedic problems, the mission has not been updated to reflect this.

**G. Correspondence:**

Completed application and required copies should be directed to:

Kim Skrainka

Executive Director

MIDWEST STONE INSTITUTE

12166 Old Big Bend Rd., Ste 110

St. Louis, MO 63122

PHONE (314) 835-1549

FAX (314) 835-0069

## GUIDELINES

### A. Fiscal Procedures and Policies:

#### 1. Facilities to be provided by Grantee's Institution:

- a. Grantee's institution is expected to provide all necessary, basic facilities and services. These include the facilities and services that normally could be expected to exist in any institution qualified to undertake research.
- b. In particular, it is expected that the grantee institution will provide, whether from its own funds or from grant funds other than those of MSI, the following, unless otherwise specifically agreed upon:
  - (1) Laboratory space
  - (2) Maintenance service, including maintenance, supplies and service contracts
  - (3) Telephone services
  - (4) Library service, including subscriptions to periodicals and the purchase of books
  - (5) Laboratory furniture
  - (6) Salary of principal investigator, co-principal investigator and of secretarial personnel
  - (7) Worker's compensation, public liability or other hazard and special insurance
  - (8) Office equipment
  - (9) Employee group life, disability, medical expense or hospitalization insurance
  - (10) Lantern slides, color plates, etc.
  - (11) Hospital bed expense, nursing or related services, even though used for research studies.
  - (12) Indirect Costs- No grant will allow indirect costs.
  - (13) Tuition expenses of personnel on grant.

2. As a matter of policy, MSI grant funds may not be used for remodeling or building construction costs.
3. Ownership of the Equipment - Equipment purchased under MSI grants become the property of the institution, unless otherwise specified by MSI before termination of the grant or its extensions.

### B. Budget Policies and Reports:

1. If approved budget is less than that requested, budget forms will be sent to grantee when notification of award is made. These forms must be completed, signed by the principal investigator and financial officer of the institution, and returned to the MSI for approval, within thirty (30) days after notification.
2. Reports of grant fund expenditures must be prepared and submitted by April 30, 2007 (the month following the grant year), be signed by the responsible financial officer, and submitted to the MSI for approval with a Summary of Results obtained from the grant

funds. The approved financial report is returned to the financial officer with the grant payment. Expenses must be submitted by category, i.e., Salary and Wages, Equipment, Supplies, Animals, Other.

3. Ten percent (10%) of grant funds will be withheld until the final report of expenses and the final reports of the research are received at MSI. Upon receipt of both reports, withheld funds will be sent to the grantee institution.
4. At expiration of grant, any unexpended balance of \$100 or more must be refunded to MSI within sixty (60) days.
5. Separate accounts must be maintained for each grant. These accounts, with substantiating invoices and payrolls, must be available at all times to representatives of MSI.
6. Grantee must request permission and receive written approval from MSI prior to making any changes to approved budget and moving funds between budget categories.
7. Grantee may terminate a grant prior to normal expiration date by notifying MSI in writing and stating the reasons for termination. Unexpended funds must be returned to MSI within sixty (60) days, together with a final report of expenditures. MSI reserves the right to terminate grants at any time upon three months written notice.
8. If grantee has not completed the project prior to expiration, and for just reason, grantee may submit to the Grants Board thirty days prior to expiration, a request for a no-cost extension, stating reason and requested period of extension.

C. Policy on Delinquent Financial/Research Reports

MSI reserves the right to deny additional grants to any institution where after proper notification, an investigator has not submitted his/her final reports, and/or the financial officer has not submitted the final report of expenses, as required by MSI. This policy will be enforced when reports are six months past the final due date (6 months after the grant time period ends). Upon receipt of these reports, the physician and institution shall again become eligible for MSI grants.

D. Policy on Animals in Research (No approved funding will be expensed until IACUC approval)

1. Use of animals and institution must justify number requested for project. If applicable, provide IACUC approval, regarding use of and number of animals requested for project.
2. All animals used in research supported by MSI grants must be acquired lawfully and be transported, cared for, treated and used in accordance with existing laws, regulations and guidelines. Scientists and institutions must make decisions as to the kind and sources of animals that are most appropriate for particular studies. MSI policy requires that such decisions be subject to institutional and peer review for scientific merit and ethical concerns and that appropriate assurances be given that NIH principles governing the use of animals are followed.

E. Policy on Human Subjects in Research (No approved funding will be expensed until IRB approval)

1. Use of human subjects and sample size must be justified. If applicable, IRB statements from your institution's human subjects committee must be provided. IRB approval is required for use of any material (e.g., radiographs, laboratory results) which could lead to identification of individual patients; some institutions allow expedited review.
2. MSI grantees are entrusted to assure adequate protection of human subjects. NIH regulations regarding human subjects should be followed.

F. Policy on Transfer of Grant

If the principal investigator moves to a new institution, he/she must submit a letter detailing resources, personnel and curriculum vitae of investigators at the new institution. The Grant Committee designated by the MSI Board of Directors, shall review the request to determine whether the change in institution is approved, and respond to the principal investigator.

G. Policy on Changing Aims of Grant

If the principal investigator and collaborators find that the original aims of the grant cannot be accomplished, and that to continue the project **substantial** changes in aims or methodology must be considered, the principal investigator must write to MSI, requesting permission to change the procedure and state the reasons for the change. A representative of the MSI Board of Directors will respond to the principal investigator.

H. Progress Report and Final Reports

1. Grantees must submit a final summary report by April 30th (month following the grant funded year). Two copies of the report must be sent to MSI.
2. Grantees are required to submit two versions of the final report to MSI by April 30<sup>th</sup> (month following the funded grant year). One version is the scientific report of the project. This report should refer to the original proposal so the reviewer can determine whether or not the goals of the research were accomplished. This mechanism will assure continuance of a quality control program that meets the highest scientific and academic standards. The second version of the final report is to be written in lay language for general understanding of the project and would be similar to a press release. Two copies of both reports must be sent to MSI.
3. MSI reserves the right to deny additional grants to any institution where the final reports have not been submitted within six months. (See Section C above.)

I. Publication

MSI encourages free publication of research findings by grantees but requires that the following acknowledgment be used as a footnote on the first page of the text:

***AIDED BY A GRANT FROM  
Midwest Stone Institute***


Also, when a grantee presents a paper at a professional scientific meeting, the above credit line must be included.

MSI should be sent reprints of all papers and publications resulting from work done under a grant, even those that appear after the grant has been terminated.

MSI imposes no restrictions on copyrighting publication by grantees.

H. Patents

If any patents accrue from investigations supported by grants funded by MSI, MSI reserves the right to negotiate a proportionate interest in the royalties.

<p><b>Grant Application</b></p> <p><b>Midwest Stone Institute</b>          12166 Old Big Bend, Ste 110          St. Louis, MO 63122</p> <p><i>Follow Instructions Carefully</i>  <i>If an item is Not Applicable to the Applicant, Please mark NA within the box.</i></p>	 <p><b>This Grant Application is a Resubmission</b>  <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p><b>Type of Project:</b>  <b>Animal/Bench Research</b> _____    <b>Clinical Research</b> _____  <b>Hospital</b> _____    <b>Physician</b> _____</p>
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1. TITLE OF PROJECT
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<p><b>2. PRINCIPAL INVESTIGATOR OR PHYSICIAN INFORMATION</b>  <i>(See Page AA-1 For Co-Principal Investigator Information)</i></p>
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2a. NAME: (Last, First, Middle)	2b. DEGREES:	2c. SOCIAL SECURITY #:
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2d. POSITION TITLE:	2e. BUSINESS ADDRESS (Street, City, State, Zip)
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2f. DEPARTMENT, SERVICE, OR EQUIVALENT	E-mail
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2g. TELEPHONE AND FAX (Area code, number, extension) Tel.: Fax:	E-mail
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3. HUMAN SUBJECTS: <input type="checkbox"/> YES <input type="checkbox"/> NO  3a. If "YES", Exemption #: or IRB Approval Date: <input type="checkbox"/> Full IRB <input type="checkbox"/> Expedited Review	4. VERTEBRATE ANIMALS: <input type="checkbox"/> YES <input type="checkbox"/> NO  4a. If, "YES", IACUC  4b. Animal Welfare Assurance #:
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5. DATES OF PROPOSED PERIOD OF SUPPORT:  From: January 1, 2005    Through: December 31, 2005	6. TOTAL COSTS REQUESTED:
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8a. HOSPITAL APPLICANT :	8b. Address
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9. DEPARTMENT CHAIRMAN OR DIRECTOR  Name:  Business Address:  City, State, Zip:  Phone:  Fax:  E-mail:  Signature: _____  Date:	10. OFFICIAL SIGNING FOR HOSPITAL APPLICANT <i>(Administrative Official to be notified if Award is Made)</i> Name:  Title:  Business Address:  City, State, Zip:  Phone:  Fax  E-mail:
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11. PRINCIPAL INVESTIGATOR ASSURANCE: <i>I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application</i>	SIGNATURE OF PI OR PHYSICIAN NAMED IN 2a: (In ink. "Per" signature not acceptable.)	Date:
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12. HOSPITAL APPLICANT CERTIFICATION AND ACCEPTANCE: <i>I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with MSI terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to administrative penalties.</i>	SIGNATURE OF OFFICIAL NAMED IN 10: (In ink. "Per" signature not acceptable.)	Date:
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**13. CO-PRINCIPAL INVESTIGATOR INFORMATION**

13a. NAME: (Last, First, Middle)	13b. DEGREES:	13c. SOCIAL SECURITY #:
13d. POSITION TITLE:	13e. BUSINESS ADDRESS (Street, City, State, Zip)	
13f. DEPARTMENT, SERVICE, OR EQUIVALENT		
13g. TELEPHONE AND FAX (Area code, number, extension) Tel.: Fax:	E-mail	
13.h. SIGNATURE OF CO-PRINCIPAL INVESTIGATOR		

**14. FINANCIAL OFFICER INFORMATION**

14a. FINANCIAL OFFICER	
Name:	Phone:
Title:	Fax:
Business Address:	E-mail:
City, State, Zip:	
14b. FINANCIAL OFFICER SIGNATURE:	

**PAYMENT INFORMATION**

Payee For Check:  
Address For Check:  
City, State, Zip:

**15. ADDITIONAL INVESTIGATOR INFORMATION**15. NAME AND SIGNATURE OF ADDITIONAL INVESTIGATORS *(If Applicable)*

1). NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

2). NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**ABSTRACT OF RESEARCH or CLINICAL PLAN:** Please provide a 100 word executive summary with 5 underlined phrases for the planned project in the box below. State the application’s broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals. Avoid summaries of past accomplishments and the use of the first person. This description is meant to serve as a succinct and accurate description of the proposed work when separated from the application.

**DO NOT EXCEED THE SPACE PROVIDED.**

**PERFORMANCE SITE(S)** (*organization, city, state*) Indicate where the work described in the Research or Clinical Plan will be conducted. If there is more than one performance site, list all the sites, including V.A. facilities and provide an explanation on the Resources page (HH) of the application.

**KEY PERSONNEL.** Use continuation pages as needed to provide the required information in the format shown below. Describe specific functions under justification on form Page EE.

<u>Name</u>	<u>Organization</u>	<u>Role on Project</u>
		Principal Investigator
		Co-Principal Investigator

Type the name of the principal investigator at the top of each printed page and each continuation page.

**RESEARCH GRANT**  
**TABLE OF CONTENTS**

*Page Numbers*

Face Page ..... 1

Co-Principal Investigator/Financial Officer/Classification Information..... 2

Abstract, Performance Sites and Personnel ..... 3

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Detailed Budget for Project..... 5

**Research Plan**

*(Items a-d: not to exceed 20 pages)*

- a) Specific Aims ..... \_\_\_\_
- b) Background and Significance..... \_\_\_\_
- c) Preliminary Studies/Progress Report..... \_\_\_\_
- d) Research Design and Methods ..... \_\_\_\_
- e) Human Subjects..... \_\_\_\_
- f) Vertebrate Animals..... \_\_\_\_
- g) Literature Cited..... \_\_\_\_
- h) Relevance of the Project to the Mission of Midwest Stone Institute..... \_\_\_\_

<b>DETAILED BUDGET</b>	FROM	THROUGH
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**PERSONNEL** *(Applicant organization only)*

**DOLLAR AMOUNT REQUESTED** *(omit cents)*

NAME	ROLE ON PROJECT	% EFFORT ON PROJECT	SALARY REQUESTED	FRINGE BENEFITS	TOTALS
	Principal Investigator				

<b>SUBTOTALS</b> →			
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<b>PERMANENT EQUIPMENT</b> <i>(Itemize)</i>	
<b>CONSUMABLE SUPPLIES</b> <i>(Itemize by category)</i>	
<b>ANIMALS AND ANIMAL CARE</b>	
<b>TRAVEL EXPENSES WORKSHOP or SEMINAR</b>	
<b>ALL OTHER EXPENSES</b> <i>(Itemize by category)</i>	
<b>TOTAL COSTS FOR BUDGET PERIOD</b> <i>(Item 6, Face Page)</i> →	\$

**BUDGET JUSTIFICATION**

JUSTIFICATION: Follow the budget justification instructions in the MSI guidelines exactly. Use continuation pages as needed.

**OTHER SUPPORT**

**There is no form page for *Other Support*.**

*Information on Other Support should be provided in the format shown below, using continuation pages.*

*Include the Principal Investigator's name at the top and number consecutively with the rest of the application.*

*Please list MSI first.*

***Format***

<b>NAME OF INDIVIDUAL</b>		
<u>ACTIVE/PENDING</u>		
Project Number (Principal Investigator) Source Title of Project (or Subproject)	Dates of Approved/Proposed Project Annual Direct Costs	% Effort
The major goals of this project are...		
<u>OVERLAP</u> (summarized for each individual)		

**CONTINUATION PAGE**