



Research Funding Protocol

Funding Policy

The CGF aims to promote and fund research that will directly enhance the health, psychological wellbeing and education of those affected by growth disorders.

Responsibilities

The management committee appoints a sub group to oversee research funding. Research proposals are evaluated by the sub group and then presented to the management committee for final approval.

The chairperson of the sub group prepares research updates for management committee meetings and produces reports for the CGF website and for each newsletter. Completed projects are evaluated by the sub group.

A member of the CGF staff is responsible for the administration of the research projects and for payment of invoices.

Procedure

The CGF invites research proposals from appropriately qualified medical professionals or university research groups on an annual basis. The process starts with the announcement of an invitation to submit expressions of interest and this announcement stipulates the areas of interest to be considered that year. These may be generic (associated with any of the conditions supported by the charity) or projects may be required to address particular issues that have been identified by the management committee. Unsolicited requests for funding are not normally considered but applicants are invited to bid for funding in the next round if the proposal satisfies the criteria for that round.

When a specific research topic is identified by the CGF, a statement of requirements is prepared. For specific projects, the invitation to bid may be targeted to a selected group of potential applicants rather than being announced in open forum.

Initial expressions of interest are considered by the research sub group and for those that are deemed to be compliant, full proposals will be requested. These are evaluated by the research sub group and are also circulated to all members of the management committee. The sub group may wish to consult the CGF medical advisors during the evaluation process and funding recommendations are then made to the trustees, with decisions being made on a simple majority basis.



Timescales

An invitation to submit expressions of interest will normally be issued in early May with a deadline for submissions by the end of June. Successful candidates are then asked to submit full proposals by the end of August. Research awards will normally be announced at the annual convention. Projects will be expected to start within six months of the funding decision.

Funding

Research projects will usually be funded from unrestricted funds. However, the CGF also consider offers of restricted funding from pharmaceutical companies or other organisations to support specific projects. The trustees must authorise funding before a research agreement is prepared.

A research budget is agreed by the management committee on an annual basis. The committee may decide not to provide any funding if the financial position is weak or if funds are needed for other projects.

The CGF does not normally provide funding for student fees, university/hospital overheads or publication costs. Applications for the part funding of research projects are particularly encouraged as are PhD or MSc projects and pilot studies.

Research agreements

Principal investigators are required to sign research agreements that include the following details

- Starting date and duration of project
- Payment terms
- Reporting procedures (e.g. quarterly progress reports, six monthly meetings, final report)
- Confirmation of ethics approval, if necessary
- Ownership of intellectual property, if appropriate
- Acknowledgement of CGF financial support in all external publications

Monitoring

The monitoring procedure depends on the duration of the project and the financial commitment involved and is specified in each agreement. As a minimum, principal investigators are required to submit a short progress report at six monthly intervals but for larger projects, trustees and / or staff may hold review meetings with the principal investigator.

If a project is deemed to be making unsatisfactory progress, the principal investigator will be informed in writing. Subsequent invoices will not be paid until agreed research



objectives have been met or a satisfactory explanation for the lack of progress has been provided.

Reporting

As well as submitting regular progress reports, as detailed in the research agreement, the principal investigator is also expected to

- Publish as widely as possible in the open literature (financial support from CGF should be acknowledged in each case)
- Produce an article for the newsletter
- Give a presentation at the convention (if invited)

Evaluation

On completion of research programmes, the outcomes will be evaluated, with the help of professionals if necessary. The projects are assessed on the basis of the following criteria

- The number of publications in peer reviewed journals, arising directly from the project
- Whether the agreed timescales were met and if not, why not
- Whether the research objectives were met in full
- What outcomes were of direct benefit to CGF members

This information is recorded in a single proforma and retained for at least five years. The proforma is presented at the next meeting of the management committee and a decision is taken as to whether future proposals should be considered from the same research group.