THE POLG FOUNDATION

PROPOSAL APPLICATION REQUIREMENTS

APPLICATION INFORMATION

PRINCIPAL INVESTIGATOR Click here to enter text.

INSTITUTION: Click here to enter text.

PROJECT TITLE: Click here to enter text.

THERAPEUTIC TYPE: Click here to enter text.

MOLECULAR PATHWAY/TARGET: Click here to enter text.

SCIENTIFIC NARRATIVE

PROJECT PROPOSAL

Combine as one PDF document including all attachments. Send budget attachment separately.

- ☐ Scientific Narrative
- ☐ Literature Citations
- ☐ Detailed Budget
- ☐ Budget Justification
- ☐ Other Funding Sources
- ☐ Other Figures and/or Photographs
- ☐ Relevant Articles

ADMINISTRATIVE INFORMATION

All documents must be in English. If not relevant, make note of it within the application.

- ☐ Institutional Approval (principal investigator only)
- ☐ Relevant IRB/IACUC Approval Letters (principal investigator only)
- ☐ Letters of Intent from Drug Supplier or Manufacturer (if relevant)
- ☐ Informational Brochure for Repositioned Drugs (if relevant)
- ☐ Copies of Relevant FDA Meeting Minutes, Correspondence, or “May Proceed” Letter (if relevant)
- ☐ Biographical Sketches
- ☐ Letters of Collaboration (collaborators only)
- ☐ IP Acknowledgement Letters (collaborators only)
- ☐ Financial Statements (for-profit organizations only)

THE POLG FOUNDATION

GENERAL FORMATTING GUIDELINES

- Use letter-size pages (8.5 x 11 inches)
- Minimum of one-inch margins on the top, bottom, and both sides of every page
- 11-point font
- You may delete instructional text

SCIENTIFIC NARRATIVE

SPECIFIC FORMATTING GUIDELINES

Page limits:

- Project Goal & Study Plan – 5 pages
- Clinical Narrative – 2 pages
- Clinical Development Plan – 2 pages
- Clinical Protocol Synopsis – 3 pages
- Schedule of Activities – 1 page
- Recruitment Plan – 1 page
- Therapeutic Profile – 2 pages
- Literature Citations – 2 pages

PROJECT GOAL

Provide a concise statement describing your proposed project.

STUDY PLAN

- Summarize about the therapeutic(s) and experimental plan. The narrative should include a pre-clinical package that justifies your therapeutic moving to the clinical stage. At a minimum, narrative should include rationale for therapeutic development of selected compound.
- In addition, please summarize trial design and methods, including rationale for the particular design and outcome measures/endpoints used.
- Include detailed information on sample size including power, significant level, effect size and outcome measures considered during the calculation. In addition, list the statistical methods to be used to analyze the data.

THE POLG FOUNDATION

CLINICAL NARRATIVE

- Rationale for Testing in Humans: Briefly summarize any preclinical efficacy, toxicity, PK/PD and other IND enabling studies. If your therapeutic has been tested in the clinic before, please provide a brief summary of the clinical and safety result.
- Project Timeline: Summarize all major progress and decision milestones (including regulatory and IRB milestones if appropriate) and estimate when each milestone should be met.
- Leadership of Trial: Explain the proposed leadership of the study, including individuals responsible for management of the trial and administrative oversight.
- Communication Plan: Provide detail on how the Principal Investigator will communicate with study sites and investigators, how often this communication will occur, and which methods will be employed.
- Data Safety Monitoring Plan (DSMP): Provide plan and include specific roles of relevant participants, i.e., separate advisory committee, etc.
- Trial Governance: Include an explanation of the governance structure for the trial – who will be the study sponsor and who/what process will be used for making decisions?
- Intellectual Property: How does the current IP status of your compound impact future development as a mitochondrial therapeutic? Is there a clear development path for the compound as a mitochondrial therapeutic?
- Study Drug: Explain your plan for obtaining study drug (and placebo, if appropriate).
- Biomarker or Target Engagement Strategy: Explain your biomarker, target engagement, or bio sample collection strategy (if relevant).
- Transition Plan: Briefly describe how results of the current trial will inform next steps, including potential future trials. Indicate what additional funding sources would be pursued to continue further studies (e.g., government support, private/VC investors, industry partnerships, etc.).

CLINICAL DEVELOPMENT PLAN

Detail your milestones in a decision-tree/flowchart format. This should clearly explain which milestones lead into each other, and what happens with the project if the work in a particular milestone doesn't go as planned. (If milestone 1 is successful, it leads to milestone 1a. If milestone 1 is unsuccessful, the project will proceed with milestone 1b.) Be sure to include the timing for each milestone. You may use the format of your choice.

CLINICAL PROTOCOL SYNOPSIS

FULL STUDY TITLE	Provide the title of the trial
CLINICAL PHASE	Specify Phase (I, II, III, etc)
INVESTIGATORS/ STUDY GROUP	Specify investigators/study group leading the trial

STUDY OBJECTIVE	Provide a brief description of the study objective
STUDY RATIONALE	Provide a brief summary of the rationale for testing the proposed therapeutic strategy
STUDY SITES	Specify proposed sites involved in the trial. Please state whether they are confirmed or not
STUDY PERIOD	Specify proposed length of the entire trial study period
STUDY POPULATION AND NUMBER OF SUBJECTS	Briefly describe the intended study population (including #s in each recruitment cohort / arm). Please provide a separate description for each cohort / arm.
STUDY DESIGN	Provide a brief summation of the design of the study, including site number,blinding,type of trial design, length of study, treatment course, patient groups, etc.
MAIN INCLUSION/ EXCLUSION CRITERIA	Specify the subject diagnostic criteria and all main inclusion / exclusion criteria
DOSAGE: ROUTE AND FORM	Specify dosage (e.g., 5mg, titer), the route (oral,IV,etc.) and dosage form(tablets, placebo, vector serotype, etc.)
DOSAGE: JUSTIFICATION	Briefly indicate how dosing was determined and what pharmacokinetic, pharmacodynamic and / or bioavailability data supports dosage choice
DURATION OF TREATMENT	Specify the length of treatment course in study participants
PRIMARY OUTCOME MEASURE(S)	Provide a brief description of any Primary Outcome(s) to be studied
SECONDARY OUTCOME MEASURE(S)	Provide a brief description of any Secondary Outcome(s) to be studied
SAFETY CONSIDERATIONS	Briefly describe what overall safety data exists to support human testing (e.g., reported or potential Adverse Events)
STATISTICS, SAMPLE SIZE CONSIDERATIONS AND OBSERVABLE EFFECTS	Briefly describe statistical plan and justification for sample size (i.e. power analyses) and any issues or considerations

SCHEDULE OF ACTIVITIES

Include a chart or table showing the procedures and/or tests performed at each visit.

THE POLG FOUNDATION

RECRUITMENT PLAN

Provide an overview of your plan for recruiting subjects, including timeline, materials for attracting and retaining subjects, advertisements, and contingency plans in case enrollment is slower than expected. Include the list of clinical trial sites, and please note whether or not these are confirmed sites or not. List any anticipated challenges in recruitment among the sites (please be specific to sites, if applicable – i.e., x site has never recruited control subjects before). You may include a line item in your budget for recruitment and retention activities – please include justification for these in the Budget Justification section.

PLANNING PHASE CHECKLIST

Using the template below, please indicate the expected timeline for completing these tasks during in the Planning Phase of your study (first 12 weeks). The Foundation sets deadlines for the completion of Planning Phase activities to ensure recruitment begins on schedule.

Note: Planning Phase activities begin from date of award notification and the project's second payment is contingent upon the completion of the Planning Phase Checklist.

Description of Task	Deadline for Completion	Estimated Date of Completion
Foundation contract signed and returned	1 week from receipt	
Study protocol finalized and sent to Foundation (including copy of consent forms and case report forms)	4 weeks from award notification	
Recruitment plan & materials sent to Foundation	4 weeks from award notification	
IRB and/or relevant Ethical Approval letters sent to Foundation	12 weeks from award notification	
All subcontracts signed (including clinical sites, drug manufacturer, etc.)	12 weeks from award notification	
Drug supply plan obtained and sent to Foundation (if relevant)	12 weeks from award notification	
Post-trial onto Clinicaltrials.gov	12 weeks from award notification	

THERAPEUTIC PROFILE

For therapeutic programs involving a small molecule or biologic, complete the included template for the lead compound or series which you would like to pursue as a mitochondrial disease therapeutic.

LITERATURE CITATIONS

You may use number formatting to reduce word count.

THE POLG FOUNDATION

BUDGET

STUDY BUDGET

Complete the included budget template and insert directly into the Scientific Narrative PDF document. All budget information should be denominated in United States Dollars (USD).

Indirect Costs:

- All costs must be justified and approved by the Foundation. Academic institutions may request up to 25% of direct costs.
- In the event of a collaboration between multiple institutions, indirect costs are only paid once – either to the PI's institution as a percent of total direct costs or, in the case of multiple PI's, to each PI's institution as a percent of each institution's total direct costs.

Please copy and complete the budget template for each year or milestone, as appropriate.

List all significant aspects of the project, including but not limited to:

- Personnel, base salaries, and requested salaries, including percentage effort. The maximum base salary for an individual applying to a Foundation funded grant is $203,700.
- Supplies and materials
- Travel reimbursement/compensation for study participants

The following may NOT be included in your budget

- Funds may not be used for equipment purchases (including computers or software upgrades).
- Funds may not be used for abstract fees, publication costs or general office supplies.
- Funds may not be used for travel or related costs for scientific meetings and conferences.

BUDGET JUSTIFICATION

Provide a brief description of the role and responsibility(s) of each key personnel on the project. Provide justification of key budget items, specifying their relevance to the project (for example, recruitment and retention costs, etc.).

OTHER FUNDING SOURCES

Required for the Principal Investigator (PI) and any individual on the grant receiving funds through this award. Include both current and pending funding sources. For each grant include the title, a brief abstract, annual amount of grant, funding period, and percentage effort of the investigator. Applicants whose total time commitment exceeds 100% must explain in detail. Specifically state whether or not there is scientific overlap with the current application; and

where there is overlap, please explain. If an individual has no other funding (current or pending), a statement should be included to specify this.

SUPPORTING MATERIALS

FIGURES AND/OR PHOTOGRAPHS

You may attach one additional page of figures, photographs or other supporting data.

RELEVANT ARTICLES

You may attach any relevant articles referenced in the scientific narrative that are published or "in press" at the time of application submission.