



## ***International Council on Amino Acid Science***

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<http://www.icaas-org.com>

### **Application Guideline for 2011 ICAAS RESEARCH FUNDING (IRF)**

#### **1. General Description**

The International Council on Amino Acid Science (ICAAS) is an international not-for-profit organization registered in Belgium and dedicated to explore and resolve scientific matters related to all aspects of safety, quality and use of amino acids. For the advancement of amino acid science, ICAAS primarily carries out the following activities with advice from scientific experts: a. implementing research and studies, b. holding workshops, lectures and symposia, and c. providing beneficial information to the public and authorities.

Amino acids have become popular as dietary supplements and in certain situations may be consumed in amounts greater than those encountered in the normal diet. ICAAS, with the belief that any use of amino acids should be based on scientifically sound data and be responsibly controlled, specifies one of its missions as to contribute to the establishment of a scientific framework for the assessment of adequate and safe intake of amino acids. ICAAS has therefore held several international workshops since 2001 to facilitate in-depth discussion among experts from various fields on how to establish a paradigm for determining and/or predicting upper levels of safe amino acid intake for humans under various conditions. As another means to accomplish the said mission, ICAAS started this IRF program in 2009 to accumulate data on adequate and safe intake of amino acids for humans.

**The objective of the program is to enhance knowledge on upper limits of amino acid intakes, especially on methodologies for assessing or setting upper intake levels of individual amino acids for humans. Funding priority basically goes to research that will be able to provide human data or data directly relevant to humans.** Applications from both individual investigators and groups of investigators of the same or different academic, scientific or medical institutions are welcome.

IRF accepts individual applications up to **a maximum of US\$200,000 of total support including indirect costs** as specified later in this guideline. The maximum period of funding is **2 years**.

#### **2. Who Can Qualify for IRF?**

Any qualified non-profit educational or scientific research institution may apply for and, if awarded, receive a grant from IRF. The principal investigator and co-principal investigator should have faculty appointment or equivalent. ICAAS will evaluate an applicant's credentials and expertise as well as those of their colleagues to determine whether the work proposed in the application can be accomplished. The institution must have appropriate equipment, personnel and space, and must release sufficient time in order for the principal investigator and other researchers and scientists to complete the proposed work.



### **3. Application Procedure**

**>>> Applications should NOT include confidential information, trade secrets, and other proprietary information of either the applicant or third party. <<<**

#### **A. Pre- application**

Prior to the submission of a full application, an applicant is required to submit a pre-application electronically on or before **September 30, 2010**. The pre-application should include the name of the principal investigator, the name of the institution, the project title and a brief description of the proposed project. Late application will not be accepted. Pre-application form can be found through ICAAS website at: <http://www.icaas-org.com/irf/>

ICAAS, with the advice from the ICAAS Scientific Advisory Committee (ISAC), will review and consider the submitted pre-applications and select suitable candidates for submitting full applications. The ICAAS Secretariat will inform the result of this initial screening of their pre-applications.

#### **B. Full Application**

The selected applicants, upon request of the secretariat of ICAAS, must submit a full application package on or before December 31, 2010. Electronic submission of application is mandatory, and late application will not be accepted.

Full application form is also available online at: <http://www.icaas-org.com/irf/>

Full application package should consist of:

Cover page: General information and signatures of the applicant (the first page of IRF Full Application Form)

Section A: Scientific Abstract (maximum 300 words)

Section B: Biographical Outlines for all key personnel including principal investigator (maximum 3 pages per person)

Section C: List of Other Support (both current and pending) provided for the concerned project and also for any other projects receiving financial aid. Specify grant title, funding agency, period of support and amount of funding (maximum 3 pages).

Section D: Research Proposal (single-spaced, in 12-point type, maximum 10 pages excluding references, no supplementary material other than references will be accepted)  
Describe:

- i. Objectives or specific aims of project.
- ii. Relevant past work performed by the applicant and other investigators, including references.
- iii. Study methodology, including experimental design and potential problems and possible approaches for overcoming them. Please make sure to describe these essential factors in detail to allow the ISAC to determine whether the project is likely to accomplish its stated objectives.



Section E: Detailed Budget

Budget-making needs to consider following conditions:

- i. The IRF funds can be used for principal investigator's (and co-principal investigator's, if any) salary up to 10% of their annual salary or US\$25,000, whichever is lower.
- ii. The funds may compensate for full cost of supporting staff salaries.
- iii. Indirect costs are limited to 25 % of direct costs after deducting equipment costs and/or subcontract costs.
- iv. If the budget submitted from the subcontracting organizations incorporates indirect costs such as overhead, those costs must be described in Section F (Budget Justification), deducted from the subcontract costs and counted as indirect cost.
- v. Travel costs are limited to US\$ 2,000 per person unless specifically justified (i.e. travel for collaborators or consultants).
- vi. Amino acids used in the research will be supplied through ICAAS at no charge when possible.

Section F: Budget Justification (maximum 3 pages)

Section G: Resources

Section H: Supporting Documents (refer to Section C)  
Describe specific aims and abstract for each grant-receiving project listed in Section C-2.

**C. Assurances**

Formal assurances of institutional approval for human and/or vertebrate animal studies will be required before the start date of a funded application.

**D. Full Application Deadline**

The full applications must reach to the ICAAS Secretariat on or before **December 31, 2010**.

**E. Submission**

All documents must be submitted as a complete package. No portion of the application will be accepted via facsimile or mail, except the first page of the full application form with signature as described in the next paragraph. The full application package must be submitted by e-mail to: **irf@icaas-org.com**. Upon submission, all applications shall be the property of ICAAS.

**F. Execution of Full Application**

Both the institution and the principal investigator shall sign the full application, certifying to its completion, accuracy, and validity. Please send the signed first page of the full application form by airmail or courier service and postmarked no later than December 31, 2010.

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#### **4. Selection Criteria**

ICAAS, with the advice from the ISAC, shall review and consider the submitted applications. All decisions of ICAAS shall be final.

The ISAC is comprised of internationally recognized experts in the fields of amino acid physiology and safety assessment.

The following factors will be considered in evaluation of the application:

- i. Relevance of the proposed research to aspects of the assessment of safe upper limits of individual amino acid intakes. (Priority is given to human research)
- ii. The principal investigator's qualifications, experience, research, and training.
- iii. Evidence of the principal investigator's commitment to and potential for increasing awareness of the assessment of adequate and safe intake of amino acids for human.
- iv. Depth, originality, and feasibility of the research proposal.
- v. Clarity, methodology, and design of the research proposal.
- vi. Nature, amount, and source of other resources proposed to be committed by applicant.
- vii. Other factors deemed relevant by ICAAS and ISAC.

#### **5. Sponsored Research Agreement**

ICAAS expects to complete its review and consideration of the applications, and to notify the successful applicants in March 2011. A Sponsored Research Agreement shall be concluded between ICAAS and successful applicants through their institutions. The agreement shall specify the terms and conditions of the funding, including payment schedule and requirements for reporting and publications.

#### **6. Financial Records and Reports**

##### **A. Financial Administration**

The grant recipient's institution (hereafter "the institution") must administer the IRF funds in accordance with its written policies and procedures and those of ICAAS. In general, ICAAS shall pay the funds in three (3) installments: providing the initial funds after the start date set forth in the Sponsored Research Agreement executed by ICAAS and the institution, and making the second and the final payments upon receipt of the written interim and final reports respectively (see below 7. Progress Reports).

##### **B. Use of IRF Funds**

The institution and the principal investigator must use the IRF funds in a manner consistent with the descriptions in the research proposals as well as the Sponsored Research Agreement. The IRF funds can be used for up to 10% of the principal investigator's salary. The full cost of support staff salaries may be requested.

##### **C. Accounts**

The institution must keep complete, true, and accurate accounts and records for the purpose of verifying the institution's compliance with the terms and conditions of the IRF grant and the



Sponsored Research Agreement. The institution must keep such records at its principal place of business for at least four (4) years following the end of the calendar year to which they pertain. Such records must be open, at all reasonable times, for inspection and audit by a duly authorized representative of ICAAS.

**D. Financial Reports**

Within thirty (30) days after the close of the funded research set forth in the Sponsored Research Agreement, the institution must submit to the secretariat of ICAAS a written financial report of the institution's use of IRF funds in detail. The report shall be consistent with generally accepted accounting principles.

**E. Use of Third-Party Funds**

The financial report provided by the institution also shall describe in detail the institution's use of any third party funds in conducting the IRF research.

**7. Progress Reports**

**A. Interim Report (approx. 5 pages, single-spaced)**

Grant recipients must submit a written interim report to the secretariat of ICAAS in the course of carrying out the funded research. The time to submit the interim report shall be specified in the Sponsored Research Agreement. The interim report must include:

- i. Work completed at the time of submitting the interim report,
- ii. Results achieved from such work,
- iii. Brief analysis of such results,
- iv. Work planned for the period until the completion of the research and
- v. Results expected from future work.

If the ISAC finds that there has been unsatisfactory progress in the research, then the research funding may be terminated.

**B. Final Report (approx. 20 pages, single-spaced)**

Within sixty (60) days after completing the funded research, grant recipients must submit a written final report to the secretariat of ICAAS. Such final report must include:

- i. Work completed during the entire research period,
- ii. Results achieved from such work,
- iii. Analysis of such results, and
- iv. Recommendations on additional research that might be conducted based on such work.

The final report also must include all information resulting from the funded research.



**C. Follow-up Meetings**

ICAAS may request one or more meetings with the principal investigator and his or her researchers and scientists, for the purpose of discussing the research, particularly in case of any failure to make adequate progress in the research.

**8. Publication**

All publications or presentations resulting from research conducted with IRF funds must carry the following acknowledgement: "Funding for this research was received from the INTERNATIONAL COUNCIL ON AMINO ACID SCIENCE."