

**CONNECTICUT BREAST HEALTH INITIATIVE, INC.
EDUCATIONAL GRANT POLICY**

Mission: "...to make a difference in the fight against breast cancer through education and research in Connecticut."

CT BHI allocates a percentage of its annual giving to educational projects related to Breast Cancer that will be conducted by a non-profit organization.

PRE-GRANT STATEMENT GUIDELINES

CT BHI requires an initial Letter of Intent (LOI) as a precursor for a full grant application consideration. The LOI is used to determine if the proposed project is appropriate for funding by the CT BHI and permits a preliminary review of a project concept. If the project is judged appropriate, the principal investigator will be asked to submit the grant application provided by CT BHI. No funds will be allocated until the full grant review is completed. The LOI shall be no more than two (2) pages in length, prepared in MS-WORD format (Times New Roman font, Font size 12, single spaced).

SUBMISSION: Address the LOI to:

CT BHI
Chair, Grants Committee
185 Main St., New Britain, CT 06051.

GUIDELINES

1. The LOI is an abstract of the proposal.
2. The LOI must concisely explain in *non-technical language (to the extent possible)* the project and describe why the project should be funded by CT BHI.
2. Names/locations of the Grantee(s) with a brief biographical sketch
3. Amount of the grant.
4. Contact information.
5. Grants considered for award are restricted solely to not for profit educational, medical or research institutions.

FULL GRANTS POLICY

1. Application Review

To ensure support of meritorious breast cancer educational projects, applications are reviewed to assess their educational merit and to evaluate their relevance to CT BHI's mission. CT BHI's Board of Directors has the sole authority to award educational grants.

2. Duration of Grants

Educational grant awards are made for a one year period. A grant may be renewable under appropriate circumstances solely in the judgment of CT BHI. Renewal requires submission of progress reports satisfactory to CT BHI justifying continued support.

3. Unauthorized Expenses

The following expenses are not permitted under the CT BHI education grants program:

- A. Purchase or rental of equipment, e.g. computers, furniture, filing cabinets, and copy machines.
- B. Expenses normally covered by the indirect costs.
- C. Fees for tuition, registration or other fees relating to academic studies.
- D. Membership dues, subscriptions, books or journals.
- E. Equipment and supply expenses are not funded unless they are critical to a project and are specifically identified and approved in an award letter.

4. Support From Other Sources

A. Alternate Funding

Disclosure must be made in the Education grant application. If funds from other sources become available to the applicant during the review or tenure of a CT BHI grant then, the Grantee must inform CT BHI in writing. CT BHI will then make a decision about the allocation of its award.

5. Budget Revisions

CT BHI requires the submission of a revised budget when the grant awarded is less than originally requested. The revised budget must reallocate the amount awarded for items requested in the original budget – except for any items specifically described in the award letter that must be deleted from the budget. A revised budget must be completed and saved in the applicant's file within four (4) weeks of the date of the Notice of Award posted in the applicant's account. Subsequent to budget approval the Grantee must submit a written request to CT BHI for authorization to reallocate funds.

6. Unexpended Funds

If funds are not completely expended at the end of a support year, they must be returned to the CT BHI, unless CT BHI approves extension of additional time. If a second or third year of funding of support still exists, a carry forward of funds may be requested.

7. No-Cost Extensions

Under exceptional circumstances, a project may be extended for a period not to exceed six months beyond the grant's original expiration date. The Grantee must request such an extension in writing stating the funds remaining and a detailed justification for the extension satisfactory to CT BHI. The request must be made no later than 30 days before the termination date of the award. The originally approved budget remains in effect throughout the extension period, inclusive of all category maximums. No-cost extensions will not be effective until there is written approval from CT BHI.

8. Cancellation of Grant

If for any reason the recipient must relinquish the award, the Grantee shall promptly notify CT BHI in writing. The notification should state the effective date of cancellation of the grant. Unexpended grant funds plus unexpended accrued interest, if any, must be returned to CT BHI accompanied by a final Report of Expenditures within 30 days of the cancellation date.

9. Cancellation of Grant by CT BHI

CT BHI reserves the right to cancel a grant if:

- A. an institution receiving grant funds in support of an individual ceases to be in compliance with all laws and regulations relating to the research funded by CT BHI; or
- B. loses or becomes in jeopardy of losing its exemption from federal taxes under appropriate sections of the Internal Revenue Code of 1986 as amended; or
- C. loses its accreditation by the applicable accrediting body; or
- D. violates and on notice fails to correct a violation of CT BHI's Grants Policy or an applicable award letter; or
- E. within ninety (90) days from the scheduled funding start date or the established deadline date for receipt of required reports, CT BHI has not received the required supporting documentation as defined by CT BHI Education Grants Policy; or
- F. availability of CT BHI resources are limited to the extent that continuation of funding of educational grants must necessarily be placed on temporary or indefinite hold; and
- G. for any other violation, by either or both of an individual or institution of the guidelines governing the educational grants program defined by CT BHI's Education Grants Policy.

10. Audit

CT BHI reserves the right, at its option and expense, to conduct audits of the project.

11. Report of Progress

Progress reports must be submitted six months after the contract is signed. A final report must be submitted no later than thirty days following the grant termination date. CT BHI may require additional progress reports at any time during an award period as a condition of continuing the award.

12. Publications, Scientific Presentations and News Releases

CT BHI expects timely publication of the results of all educational projects it supports and requires that every such publication or presentation - whether in peer-reviewed journals, meeting abstract formats, platforms, and poster presentations or in review articles or similar publications - must acknowledge support from the Connecticut Breast Health Initiative. Copies of published papers shall be provided to CT BHI.

Effective December 2015