



Muscular Dystrophy Association, Inc.
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CONFERENCE GRANTS POLICY

Conference grants awarded by the Muscular Dystrophy Association, Inc. ("MDA") are governed by the policy set forth herein.

MDA supports meetings and conferences focused on the muscular dystrophies and related diseases of the neuromuscular system. These are the muscular dystrophies (among which are Duchenne and Becker); motor neuron diseases (including ALS and SMA); the peripheral nerve disorders (CMT and Friedreich's ataxia); inflammatory myopathies; disorders of the neuromuscular junction; metabolic diseases of muscle as well as other myopathies.

*Terms of this policy are subject to revision
or alteration at any time*

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SECTION A

OVERVIEW

I. PURPOSE OF CONFERENCE GRANTS

Conference grants are awarded to encourage scientific meetings for researchers and/or clinicians to exchange ideas and to establish collaborations. Meetings focused on therapy development will be considered a priority.

II. APPLICATION PROCEDURE

APPLICATIONS ARE NOT PROVIDED TO INSTITUTIONS FOR GENERAL DISTRIBUTION. Grant applications are made available to qualified applicants only. An application may be submitted and accepted at MDA's sole discretion and is based on the nature of the conference proposed and the qualifications of the applicant. In order to receive an application, a Letter of Intent must be completed and submitted through proposalCENTRAL for review.

III. DEADLINE DATES

Conference grants are accepted on a rolling basis throughout the calendar year. Applications must be submitted at least three months in advance of the meeting.

IV. APPLICATION REVIEW

To ensure support of the most meritorious conferences and meetings, applications are reviewed to assess their agreement with MDA's mission and to evaluate their relevance to MDA's goals. MDA's Board of Directors has the sole authority to award special grants.

SECTION B

GUIDELINES

Conference grants are awarded to directly support the conference outlined in the original application submitted to the Association.

I. ELIGIBILITY FOR CONFERENCE GRANTS

To be eligible to apply for an MDA conference grant, an applicant must:

1. Assume both administrative and financial responsibility for the grant; and
2. Have access to resources necessary to support the proposed conference.

Proposals from applicants outside the United States will be considered for meetings of highest priority to MDA.

II. DURATION OF GRANTS

Conference grant awards are intended to be used within the month in which the conference is scheduled. Payments are contingent upon the availability of funds.

III. DELAY IN USE OF FUNDS

The use of conference grant funds by the grantee may not be delayed. A grantee unable to begin his/her grant on its designated conference date must relinquish the award and reapply. If the conference or meeting is cancelled, the award must be relinquished.

IV. GRANT PAYMENT

Checks are made payable to the grantee's institution and are issued providing all contingencies are met. The institution's financial officer should establish an account from which conference expenses may be paid under the terms of the approved award. **MDA has the right to withhold or cancel payment for non-compliance of Policies.**

V. AUTHORIZED EXPENSES

When MDA deems them justified, the expenses identified below are permitted under the MDA conference grants program:

1. Equipment and supply expenses necessary to support the meeting: Usual meeting expenses such as rental of AV equipment and conference supplies such as name badges and brochures may be permitted. Equipment purchases are not allowed.
2. Travel and accommodation expenses: Expenses to support presenters and junior investigators/faculty to attend the meeting are permitted.

VI. UNAUTHORIZED EXPENSES

The following expenses are not permitted under the MDA conference grants program:

1. Institutional overhead/indirect costs;
2. Salary or fringe benefits for any personnel;
3. Salaries, travel and/or housing related to sabbatical leaves;
4. Life and Disability insurance fees;
5. Purchase or rental of office equipment; (i.e., furniture, filing cabinets, and copy machines);
6. Expenses normally covered by the indirect cost of the grantee's institution;
7. Fees for tuition, registration or other fees relating to academic studies;
8. Membership dues, subscriptions, books or journals – including online subscriptions/access; and/or
9. Expenses for or related to moving from one institution to another.

VII. SUPPORT FROM OTHER SOURCES

1. ALTERNATE FUNDING

An applicant may not apply for, use or accept MDA funds for a conference grant or part of a conference grant already supported for the SAME PURPOSE either by MDA or by funds from another public or private source. Accordingly, full disclosure of all funds for conferences and support available to the applicant from private, governmental and institutional sources, including MDA, is required. Such disclosure must be made in the conference grant application. If funds from other sources become available to the applicant during the review or tenure of an MDA grant, the applicant must so inform MDA's Research Department in writing. MDA will then make a decision about the allocation of its award.

2. SUPPLEMENTAL FUNDING

Financial support of a conference from separate funding sources is permitted under MDA grants. Such supplementary funding must be disclosed, fully, to MDA as part of the grant application or at the time such funding is received.

VIII. BUDGET REVISIONS

Submission of a revised budget when the grant awarded is less than originally requested is not required by MDA. Funds may be reallocated as needed within the categories allowed.

IX. UNEXPENDED FUNDS

If funds are not completely expended at the end of the conference, they must be returned to the Association within twelve (12) weeks of the meeting end date.

X. CHANGE IN STATUS

Use of grant funds following any major change in status of the grantee requires prior written authorization from MDA. As described below, such changes include but are not limited to change in institution or withdrawal from the project.

1. WITHDRAWAL FROM THE CONFERENCE

When a grantee withdraws from a conference, his/her grant terminates and all unexpended funds plus unexpended accrued interest, if any, must be returned to MDA accompanied by a Report of Expenditures within eight (8) weeks of the withdrawal from the conference.

A special grant may be continued under a new grantee. In such cases the grantee must submit a letter to the MDA Research Department requesting authorization for such a continuation at least eight (8) weeks before the effective date of withdrawal from the conference. The following documentation must be provided:

- a. Effective date - month/day/year - of the change in grantee;
- b. Name, address and biosketch of the proposed new grantee.

The proposed new grantee must, in a separate letter, indicate to MDA his/her willingness to accept responsibility for all administrative and financial aspects of the special grant.

2. CANCELLATION OF GRANT

If, for any reason, including the cancellation of a conference, the recipient of a grant must relinquish the award, the recipient should promptly so notify MDA's Research Department 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 MDA accompanied by a final Report of Expenditures within eight (8) weeks of the cancellation date.

MDA reserves the right to cancel a grant if circumstances render the individual on whose behalf the award was made unfit, unqualified and/or unable to perform under the terms and conditions of this Special Grants Policy. Such circumstances include, but are not limited to, abandonment of the project, loss of license, conviction of a crime, or withdrawal of insurance or other material institutional protections.

3. CANCELLATION OF GRANT BY MDA

MDA has the option of cancelling an award at anytime with notice for any of the following reasons:

1. Availability of Association resources are limited to the extent that continuation of funding of special grants must necessarily be placed on temporary or indefinite hold;
2. For any violation of the guidelines governing MDA's special grants program as defined by the Association's Special Grants Policy.

XI. BIOSKETCH

A biosketch of all persons who will be overseeing the conference must be provided to MDA with the grant application.

SECTION C **MEETING REPORTS AND PUBLICATIONS**

MDA SUPPORT FOR THE MEETING MUST BE ACKNOWLEDGED IN ALL ELECTRONIC AND PRINT PUBLICATIONS, PROGRAMS AND MEETING POSTERS, AS WELL AS AT THE OUTSET OF THE MEETING. The MDA logo is available upon request. A Report of Expenditures and a meeting report must be submitted to MDA; failure to submit such reports in a timely manner may jeopardize subsequent funding for future meetings.

I. REPORT OF EXPENDITURES

A Report of Expenditures form is available for upload to the financial officer of the grantee's institution. The financial officer of the institution must, within twelve (12) weeks of the conclusion of the meeting, upload the completed form to MDA and mail a check in the amount of all uncommitted and unexpended funds plus any unexpended accrued interest. When unexpended funds are not returned within sixty days of the receipt of the Report of Expenditures, the Report of Expenditures will be considered unacceptable and will be returned to the financial officer of the awarded institution. In such cases, MDA will expect the financial officer to remit payment in full within four (4) weeks.

Upon a cancellation or transfer of a grant, unexpended grant funds plus unexpended accrued interest, if any, must be returned to MDA and a Report of Expenditures must be submitted within eight (8) weeks of the cancellation/transfer date.

II. MEETING REPORT

A report from the meeting must be submitted to MDA within two (2) weeks of the meeting. Meeting reports or summaries of such reports may be posted on the MDA web site.

III. PUBLICATIONS, SCIENTIFIC PRESENTATIONS AND NEWS RELEASES

MDA encourages timely publication of the results of all conferences it supports and requires that every such publication or presentation - whether in peer-reviewed journals, meeting abstract formats, platforms, poster presentations, review articles or similar publications, or web site postings - contain the following statement or its equivalent: "*Supported by MDA.*"

Funds to support MDA's conference grants are part of MDA's Research Program and come primarily from donations from private citizens. It is essential to the growth and maintenance of MDA and its conference grants program that these donors, as well as individuals and families affected by the neuromuscular diseases covered under its programs, are kept fully informed of research progress and medical management. For these purposes MDA often issues press releases on newsworthy research developments and conferences and produces various publications for the public that report such activities. A press release or report may be issued on the occasion of the publication of an article in a professional journal or a presentation at a scientific or medical meeting.

To avoid misinterpretation of research results or the raising of false hopes about a possible treatment or cure for diseases covered under MDA programs, the Association requires the cooperation of the grantee in providing MDA's Research Department with prepublication copies of all articles and abstracts reporting the results of MDA-supported activities which MDA shall keep confidential. MDA also requires the cooperation of its grantees in participating in interviews as MDA may deem necessary. This cooperation will enable MDA to prepare press releases or other reports MDA issues on the research and conferences it supports.

SECTION D

CONFLICT OF INTEREST

I. CONFLICT OF INTEREST

Circumstances create a conflict of interest when an individual has an opportunity to affect conference content about products or services of a commercial interest with which he/she has a financial relationship. Any potential conflict of interest the grantee or presenters may have relating to the conference must be revealed.