CRDF Global RFP General Terms & Conditions

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BACKGROUND

CRDF Global will only accept proposals for basic or non-commercial applied research in either of the above topics. Please note that while research may lay the groundwork for future commercialization efforts, this should not be the primary purpose of any proposed research project submitted to this competition. CRDF Global expects research results to be included in peer-reviewed publications and to contribute to the general body of publicly available international scientific knowledge in its respective field(s).

CRDF Global complies with all U.S. laws and regulations pertaining to export control and the participation of foreign nationals or institutions in its activities. It is the policy of CRDF Global not to conduct any transactions with U.S. restricted entities without appropriate authorization from the U.S. Government.

PLAGIARISM POLICY AND STANDARDS

A. CRDF Global will not provide funding to an application in which plagiarism exists.

B. All applications for funding submitted to CRDF Global will be thoroughly screened for plagiarism against a large number of sources including published research papers, books, conference abstracts, and websites.

C. When plagiarism is detected, the program within CRDF Global that is overseeing the funding opportunity will determine the specific action to be taken. Action taken may include, but is not limited to a) informing the applicant that plagiarism has been discovered; b) excluding the applicant from the funding opportunity; c) informing the applicant's institution; d) informing reviewers; e) informing organizations collaborating with CRDF Global on the funding opportunity; f) barring the applicant from participation in future funding opportunities.

Standards

A. Definition: Plagiarism is the incorporation of published writing or another person's original writing into your document without clear formatting and accurate attribution of the source. Academic writing such as a funding proposal must be original work, written by the stated applicant(s). Any text derived from another published source, or from an author not named in the proposal, must be formatted to clearly indicate that it is not original writing of the applicant(s), and the correct citation to the original source must be given. Proper formatting is either the use of quotation marks around all of the borrowed text or indentation of the borrowed text to clearly set it off from your own writing.

B. Examples of plagiarism include, but are not limited to, the following cases.

a. Using your own previously published text in the proposal without proper formatting and attribution. This is a common error. Even if you wrote the text, you cannot re-use text that you have published in any publicly available form, such as in a research paper, on a website, or in a conference abstract. Even your own previously published text must be formatted and a correct citation to the source must be given.

b. Making minor alterations to previously published text and presenting it without proper formatting and citation. Simply changing some of the words within previously published text does not make it your original writing. To avoid plagiarism, the writing must be your original words, sentence structure, and organization. This is another common error.

c. Presenting the original writing of another person, even if it hasn't been previously published, as the work of the applicant(s). If someone contributes writing to your proposal, that person must be one of the listed participants (principal investigator or named team member) in the proposal. Even if another person agrees to write text for your proposal and agrees not to be named in the proposal, the use of that person's writing as if it is your own is plagiarism.

d. Copying a sentence or obviously unique phrases from another source without formatting and attribution. Stealing a little bit is still stealing. If the text is clearly recognizable as derived from a previously published source then it must be formatted with proper attribution.

e. Giving the correct attribution (citation) at the end of copied text but not formatting the text to clearly indicate that it is taken from the cited source. In the sciences and engineering, it is not sufficient to simply give the citation—if the text is from another source it must be clearly formatted to show that.

GUIDELINES FOR PROJECTS INVOLVING HUMAN AND/OR ANIMAL RESEARCH SUBJECTS

CRDF Global is committed to ensuring that projects involving human or animal research are conducted in accordance with all applicable regulations and ethical guidelines. All projects recommended for award that involve human or animal subjects will undergo bioethics review prior to award activation. Following are instructions for the documentation required at this proposal stage. The applicants must submit a completed Bioethics Review Form to be eligible to receive an award.

For projects involving Human Subjects Activity, each performing institution must meet both of the following requirements:

- Provide documentation of Institutional Review Board (IRB) registration and evidence of active Federal-wide Assurance (FWA) registration with the Office of Human Research Protections (OHRP) of the U.S. Department of Health and Human Services.

- Provide written approval from each responsible IRB or equivalent ethics committee of the proposed research activity OR written documentation of exemption. Such approval or exemption must be submitted on institutional letterhead and clearly indicate the name of the project and the period for which the approval or exemption is valid and signed by the authorized institutional authority.

For projects involving Animal Subjects Activity, each performing institution must meet the following requirements:

- Provide documentation of certification by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC International).

OR

- Provide a completed CRDF Global Summary Protocol Form detailing the specifics of the proposed animal usage, including type(s) of animals, necessity and role in proposed research, and other relevant details (e.g. how obtained, housed, post-study, euthanasia, etc.), and

- Provide written approval or certification of exemption from each responsible Institutional Animal Care and Use Committee (IACUC) or equivalent ethics committee submitted on institutional letterhead and signed by the authorized institutional authority.

For projects involving clinical trials, Performing Institutions must meet the following additional requirements:

- Provide documentation of study registration with .gov registry to remain in accordance United States Government laws and regulations – FDAAA 801.

- If the study is conducted in a country(ies) with additional clinical trial registration requirements, registration documentation must be provided from said entity(ies) as national policy requires.

Performing institutions will be required to submit periodic reports to CRDF Global detailing the progress of the research and confirming compliance with the approved Human and/or Animal subjects protocols.

If IRB or IACUC protocol renewal is required during the period of performance, renewal documentation must be submitted in a timely manner. If a lapse in the renewal occurs, all activities involving human and/or animal subjects must cease until renewal has been approved and documentation submitted to and accepted by CRDF Global.

CRDF Global reserves the right to request additional information to ensure compliance with US regulations. Awards will not be issued for any projects involving human or animal subjects until these requirements are satisfied. CRDF Global may consider exceptions to these requirements for documented extenuating circumstances, as permitted by US regulation.

External References

External Reference	Description
Office of Human Research Protection (OHRP)	Office with the Department of Health and Human Services responsible for the protection of the rights, welfare, and wellbeing of human subjects involved in research conducted or supported by the US Government.
American Association for Accreditation of Laboratory Animal Care (AAALAC)	Private, non-profit organization that promotes the human treatment of animals in science through voluntary accreditation and assessment programs.
Animal Welfare Act	Full text of the Animal Welfare Act.
Animal and Plant Health Inspection Services (APHIS)	Division of the U.S. Department of Agriculture created to protect animal and plant health including enforcement of the Animal Welfare Act.
OHRP IRB and FWA Registrations	Website to verify IRB and FWA registrations.
Guide for the Care and Use of Laboratory Animals	Text of guidelines for animal care and use in clinical research.
Clinical Trial Registration	United States Government web-based resource where clinical studies can be registered, information updated, and if required, results and documents posted.

GUIDELINES FOR PROJECTS INVOLVING RECOMBINANT OR SYNTHETIC NUCLEIC ACID MOLECULES

CRDF Global is committed to ensuring that research projects involving (1) recombinant nucleic acid molecules; (2) synthetic nucleic acid molecules; and (3) cells, organisms, and viruses containing such molecules are conducted in alignment with applicable biosafety and containment practices as set forth in the U.S. National Institutes of Health (NIH) Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules ("NIH Guidelines") and in full compliance with the local laws and regulations whether the research is conducted in the U.S. or abroad and is NIH-funded or non-NIH-funded. Consistent with these guidelines, all projects involving Recombinant or Synthetic Nucleic Acid Molecules must adhere to the following guidelines:

Organizations in the United States (US): Each organization performing research involving recombinant or synthetic nucleic acid molecules at a U.S. institution must have policies and procedures in place to ensure compliance with the NIH Guidelines, including designating a process for review and approval of research or teaching projects involving recombinant or synthetic nucleic acid molecules by a qualified institutional biosafety committee (IBC) and obtaining written approval from NIH or another federal agency that has jurisdiction for review and approval as required under Section III-A-1 of the NIH Guidelines. Each organization is responsible for conducting a risk assessment, implementing appropriate biosafety and containment practices in accordance with the NIH Guidelines, and designating a biosafety officer or other responsible authority.

Organizations outside the US: Each organization performing research involving recombinant or synthetic nucleic acid molecules must have policies and procedures in place to ensure compliance with local laws and regulations and alignment with the NIH Guidelines, including designating a process for review and approval of research or teaching projects involving recombinant or synthetic nucleic acid molecules by a qualified institutional biosafety committee (IBC) or equivalent, and obtaining written approval from responsible government authorities where such exist. Each organization is responsible for conducting a risk assessment, implementing appropriate biosafety and containment practices consistent with the NIH Guidelines, and designating a biosafety officer or other responsible authority. In the case that the country and/or the institution lacks rules and mechanisms to provide such oversight, CRDF Global will work with the organization performing research and the funding organization to determine applicable and acceptable mechanisms for review, approval, and oversight of research consistent with the NIH Guidelines.

CRDF Global will not authorize or fund the conduct of any activity involving recombinant or synthetic until these requirements are met and approved by the Risk Management and Compliance department.

External References

External Reference	Description
NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules	Detailed regulations defining the requirements for conduct of recombinant or synthetic nucleic acid molecule research.

FLY AMERICA ACT

All air travel and cargo transportation services funded by the federal government are required to use a "U.S. flag" air carrier service. You can find a complete list of certified U.S. flag air carriers on transportation.gov.

This requirement applies to:

- Federal government employees and their dependents;
- Consultants, contractors, and grantees; and
- Other travelers whose travel is paid for by the federal government.

You cannot cross the U.S. border to use a foreign airline to avoid being subject to the Fly America Act. If your travel does not comply with the Fly America Act, the government will not reimburse your airline ticket.

Authority for the Fly America Act comes from 49 U.S.C. 40118.

Codesharing

Occasionally, two or more airlines will "codeshare" a flight by publishing and marketing the same flight under their own airline designators and flight numbers. You can purchase a seat on each airline's designator and flight number, but the flight is only operated by one of the cooperating airlines. To comply with Fly America regulations, you must purchase the flight via the U.S. airline's designator and flight number if the flight is shared between a U.S. and a foreign airline.

Exceptions to the Fly America Act

There are some circumstances where it's not reasonable to use a U.S. flag air carrier, and you can make an exception to the Fly America Act. These circumstances are:

1. When a U.S. air carrier is not available.
2. When using a U.S. carrier service would extend the travel time by 24 hours or more.
3. When a U.S. carrier does not offer a nonstop or direct flight between origin and destination, and using a U.S. carrier:
    - Increases the number of aircraft changes outside the United States by two or more;
    - Extends travel time by six hours or more; or
    - Requires a connecting time of four hours or more at an overseas interchange point.
4. When the flight time from origin to destination is less than three hours and using a U.S. flag carrier doubles the flight time.

5. When there is an applicable Open Skies Agreement in effect that meets the requirements of the Fly America Act.

The exceptions provided by the Open Skies Agreements for government-funded travel do not apply if your transportation is funded by the Department of Defense (DOD).

Note: Ticket cost and convenience are NOT exceptions to the Fly America Act.

Open Skies Agreements

"Open Skies Agreements" are bilateral or multilateral agreements between the U.S. Government and the governments of foreign countries that allow travelers to use foreign air carriers from these countries for government-funded international travel. Many Open Skies Agreements exist but only (4) four agreements meet Fly America Act requirements which the key factor is the statement for "U.S. Government Procured Transportation: in either the Article or Annex of the agreement.

The United States currently has Open Skies Agreements in effect with:

- European Union (28 countries) (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, including Iceland and Norway)
- Australia
- Switzerland
- Japan

The agreement with the European Union (EU) permits the use of an EU air carrier for travel outside the United States. Iceland and Norway are not EU members, but are members of the EU air treaty. This is the only one of these four agreements that allows for an origin or destination in a third country as long as the flight stops in the EU.

Note: As of January 1, 2021, The United Kingdom (U.K.) is no longer a member of the EU. Consequently, the Open Skies Agreement with the EU does not pertain to the U.K. Travelers must use a U.S. Flag Carrier to travel from the U.S. to the U.K. and not a U.K. airline (e.g., British Airways), unless they use a different Fly America Act exception. Travelers may continue to use an EU agreement for travel from the U.S. to the U.K. as long as the flight stops in the EU prior to arrival in the U.S. or the U.K.

- European Union (April 30, 2007)
    - Amendment 1 [PDF] (June 24, 2010)
    - Amendment 2 (June 21, 2011)

The agreements with Australia, Switzerland, and Japan permit the use of an Australian, Swiss, or Japanese air carrier for international travel between the U.S. and these countries as long as a "City Pair" fare is not available between the cities of origin and destination.

- Australia [PDF - 4 MB] (October 1, 2008)
- Switzerland [PDF - 3 MB] (October 1, 2008)
- Japan [PDF] (October 1, 2011)

You can find more information on the four Open Skies Agreements and other specific country agreements on the Department of State's website. You can also find more general information about Open Skies Agreements in Federal Travel Regulation (FTR) Bulletin 11-02 [PDF - 111 KB] and Bulletin 12-04 [PDF - 81 KB].