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POLICIES AND PROCEDURES

The **Collins Medical Trust** was established in 1956 by Truman W. Collins as a tax-exempt charitable trust under the laws of the State of Oregon. It is recognized by the Internal Revenue Service as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and has been classified as a private foundation under Section 509(a) of the Code. The Trust is directed by a Board of Trustees.

POLICIES:

The Original Trust document states that monies from the Trust shall be used:

“To aid, further, promote, develop, encourage and sponsor research, experiment and work in the cause, cure and treatment of human disease or in any field of medical research, and

To aid, further and promote medical education.”

With this statement as a guide, and having knowledge of the desires and concerns of the Trustor, Mr. Collins, and applicable laws, the Trustees over the ensuing years have established the following *general guidelines* under which grant requests are considered:

- 1) Disbursements are made only to organizations which have established their tax-exempt status with the U.S. Treasury Department and are operated exclusively for scientific and/or educational purposes.
- 2) Preference is given to projects and programs conducted by qualified organizations within the State of Oregon.
- 3) Funds cannot be paid directly to or for the benefit of any specific individual. This does not preclude grants to qualified institutions for organized scholarship programs. Education is generally geared toward the education of health care professionals.
- 4) Grants for annual operating budgets or for deficit financing are not favored.
- 5) Disbursements are normally not made to “Private Foundations”, as defined in the Internal Revenue Code
- 6) The Trust will not support efforts to influence legislation or other political action.
- 7) In considering projects or programs involving substantial funds, the Trust prefers to participate with other donors and expects the applicant to seek additional support.
- 8) Research involving human subjects, animals or recombinant DNA must be approved by the appropriate institutional review board (IRB/IACUC/IBC). Investigators are encouraged to have this approval in process or completed at time of application. Note that no funds will be distributed until IRB/IACUC/IBC approval is obtained. Although awards are made, the actual spending only commences upon approval of the relevant institutional review board (IRB/IACUC/IBC).
- 9) Funds cannot be used for any overhead or indirect expenses associated with the research project.

Preference is given to projects or proposals where the researcher/investigator is newly embarking on their research career and is clearly supported by their respective mentor(s)

SUBMISSION PROCEDURES:

Requests for information and applications for grants from the **Collins Medical Trust** should be presented in writing. Applications should include an Executive Summary suitably brief to present the necessary facts about the applying organization and the project for which the grant is being sought, supported by sufficient technical detail to present a clear picture of the project and expected outcomes. Project outcomes should be clearly articulated, along with an evaluation plan that will determine how successful the project was in attaining its objectives. Plans for subsequent grant applications for future grants should be stated, and the mentor's support to the project should be spelled out.

The application should include: (If the Trustees believe further information is required, they may request an interview with a principal of the applicant and/or a visit to the applicant's facility):

- 1) The exact name of the organization or agency making application, and the specific date when requested funds will be required.
- 2) A copy of the letter from the Treasury Department of the United States which grants tax exempt status; also a statement that the applicant is classified as "Not a Private Foundation", as defined in the Internal Revenue Code.
- 3) The nature of the project for which funds are requested. Projects seeking funding for symposiums, seminars or conferences should contain details regarding course evaluations.
- 4) Curriculum vitae of the investigator(s). NIH format is preferred.
- 5) Junior investigators should identify and provide evidence of an established mentor relationship as well as submit a letter of support from their primary mentor(s).
- 6) MD's should substantiate 'protected' time for research
- 7) Bibliography supporting the project.
- 8) Include the status of approval from the appropriate institutional review board (IRB/IACUC/IBC) for research involving human subjects, animals or recombinant DNA.
- 9) A budget for the proposed project
- 10) Estimated total of funds required for the proposed project and the amount sought from the **Collins Medical Trust**. Should not include indirect or overhead expenses.
- 11) Anticipated source of balance required in excess of funds requested from the **Collins Medical Trust**.
- 12) Other sources being approached for financial assistance for the project.

Electronic submission (preferred): via email to CMT@collinsmedicaltrust.org (a single .pdf document preferred)

Hard Copy submission (double-sided, please): Submit the *original and 1 photocopy* of the proposal (including any supporting documentation).

Mail to:

Shannon Osieczanek, Administrator
Collins Medical Trust
29100 SW Town Center Loop W, Suite 300
Wilsonville, Oregon 97070

Contact Information

Phone: 503.826.5230
CMT@collinsmedicaltrust.org
<http://www.collinsmedicaltrust.org/>

REPLIES TO APPLICATIONS:

The Trustees meet *three times a year*, in January, May and September. Requests should be submitted by the *last business day of the month preceding* these months to receive timely consideration. It is not possible to react to emergency requests for crash programs. When an application has finally been acted upon by the Trustees, it will be accepted or rejected in writing sent to the mailing address of the applicant by the first week in the following month.

REPORTS:

The organization receiving a grant from the **Collins Medical Trust** has a responsibility to report on the use of the funds granted. Unless otherwise indicated at the time disbursement is made, reports are requested to be made annually until a year after the project has been completed. These reports should cover not only progress, but also evaluate the results being achieved. Additionally, throughout the duration of the project, any substantial changes in scope, personnel, or funds that are re-directed from the original purpose, should be reported to the Administrator of the Collins Medical Trust for approval by the Trustees at their next regularly scheduled meeting. Lastly, the Collins Medical Trust expects acknowledgement, primarily in scientific publications, for their contribution in support of the project.