

CLINICAL RESEARCH AWARDS POLICIES AND GUIDELINES

Cystic Fibrosis Foundation Therapeutics, Inc, (CFFT), a non-profit affiliate of Cystic Fibrosis Foundation (CFF), will provide up to \$100,000 per year, plus indirect costs of 8%, for up to three years of feasibility support for single center clinical studies, and up to \$225,000 per year, plus indirect costs of 8%, for up to three years for multi-center clinical studies, in order to facilitate future clinical trials or other larger clinical research initiatives. **If your trial will exceed these limitations, please contact CFFT at CFFTAwards@CFFTherapeutics.org before submission.**

Applications for support of these projects will be accepted only after submission of a letter of intent due June 1 or December 1 of each year. CFFT strictly adheres to the letter of intent and award application deadlines.

PROGRAM DESCRIPTION

Under the guidelines for this Program, projects considered responsive will include studies in cystic fibrosis (CF) individuals that: (1) are designed to definitively answer some question about the pathophysiology of CF or its management; or (2) are pilot and feasibility in nature and aimed at determining the best strategies and methods for approaching a major question that ultimately will require assessment through larger-scale research and/or multi-center, collaborative trials. In the latter case, the ultimate goal and the short-term objectives must be clearly delineated in the application. Applicants must describe fully the potential impact of the proposed project on the pathological consequences of CF. Limited descriptive projects that are directed towards the formulation of an interventional hypothesis will be considered and in some cases, encouraged to submit directly to the National Institutes of Health (NIH). The intent of CFFT funding is to provide limited support so that a future award application will be more competitive upon timely resubmission to the NIH.

In addition, CFFT will consider funding larger scope clinical projects that have been first submitted to the NIH or to the FDA Orphan Drug Clinical Research Program and have undergone peer review. Unfunded NIH or FDA applications that are of high priority will be considered under the mechanism of CFF Funding of Unfunded NIH grants. Please contact the CFF Grants and Contracts Manager for further information on this program.

It is the responsibility of the investigator(s) to develop the underlying hypothesis, rationale, approach and methods for submitted projects, and should thoroughly present these in the application. Applications may be submitted for projects to be undertaken at a single institution or as a collaborative effort amongst a group of institutions. In cases of collaborative efforts amongst institutions, the application should be submitted from the designated “lead” institution with other centers acting as subcontractors. Any clinical trial application must originate from a CFF accredited CF Care Center. Applicants must submit their full IRB submission to the CFFT review committee with notification of IRB approval when achieved. **The IRB application must be submitted to the grantee institution BEFORE the CFFT application deadline.**

Applicants must be able to demonstrate access to a sufficient number of patients and other appropriate subjects based on their CF Care Center’s available subjects after adjusting for the protocol’s stated inclusion and exclusion criteria. A power analysis that justifies the sample size in the study design must be included (see page 6). If further data collection is required to estimate the variance of clinical parameters, it must be described. CFFT requires that a biostatistician be included as a collaborator and consulted during the formulation of this application.

CFFT’s plan is to establish an integrated program of clinical research on CF, ranging from investigator-initiated studies to CFFT-organized multi-center collaborative projects. Investigators will be expected to participate in an ongoing, constructive dialogue with the Clinical Research Committee, and must submit annual progress reports. Tangible progress needs to be demonstrated in order for investigators to receive continued funding.

SUBMISSION INFORMATION

Prior to submitting an application, a Letter of Intent needs to be submitted and approved.

- **Letter of Intent Deadline: June 1 or December 1**
- **Application Deadline: First Wednesday of September or First Wednesday of March**

Applications must be submitted at Proposal Central: <https://proposalcentral.altum.com/> by 5:00pm (Eastern time) on the aforementioned deadline. The signed, original Face Page should be returned to CFFT and **postmarked by** the same date. Late applications will not be accepted and the deadline will not be waived. CFFT reviews applications electronically; therefore **anything not submitted online will not be reviewed.**

General Timeline:

LOI Deadline.....	June 1/December 1
Application Deadline.....	1 st Wednesday of Sept./1 st Wednesday of March
Review by Clinical Research Committee.....	December/June
Review by CFFT Board of Directors.....	February/June
Applicant Notified.....	Early March/Late June
Earliest Start date.....	February 1/July 1

- Application must be typed in Times New Roman 12 or Arial 11 font.
- The Research Plan section of the application, **including the Literature Cited**, is limited to fifteen (15) pages. Applications that exceed this page limit will not be reviewed.
- All signatures, on all parts of the application, must be in **BLUE INK ONLY**.
- See page 9 for a full list of Submission Guidelines.

REVIEW AND AWARD

The CFFT Clinical Research Committee evaluates all applications, and their recommendations are reviewed by the CFFT Executive Board of Directors for final approval and funding. **The earliest possible start date for funded applications is February 1 (for September deadline) or July 1 (for March deadline).** Funding of awards is based on available funds, the priority score awarded each application, and the recommendations of the Clinical Research Committee and the CFFT Board of Directors. All research awards are subject to observance of the regulations and policies of CFFT related to that category of research support.

The following are among the chief causes for assigning low priority scores to applications during review:

1. Inadequate statement of hypothesis, experimental design or methods.
2. Failure of the applicant to complete a justification of sample size or estimated power analysis for the study. Investigator must include estimates and formula used to derive sample size. (Please refer to page 6 D* instructions). CFFT requires that a biostatistician be included as a collaborator and consulted during the formulation and writing of this application.
3. Insufficient or improper controls, especially in human clinical studies (e.g., a particular hypothesis may necessitate a control group of individuals with lung diseases other than cystic fibrosis, staging of the severity of lung disease, or age-matched controls.)
4. Failure of applicant to describe potential relevance of the proposed study to clinical issues in cystic fibrosis.
5. Failure of applicant to demonstrate awareness of and plans for coping with key problems and pitfalls associated with the undertaking, e.g., recruitment of CF patients.
6. Failure of applicant to document the necessary skills or training to accomplish the goals of the proposal.

7. Insufficient information or documentation in proposal including late or missing letters of reference, IRB approval or collaboration with CF Care Center staff.
8. Failure of applicant to respond to letter of intent critique with a point-by-point discussion of each limitation noted.
9. For re-submissions, failure of the applicant to thoroughly address the concerns and issues raised in the previous review.
10. Failure of applicant to adequately describe safeguards for monitoring/ensuring patient safety.

SPECIFIC APPLICATION COMPONENTS

FACE PAGES

The Face Page will be populated automatically with the application information (applicant's name, institution, title of application, etc.) entered into the Proposal Central website. Print the Face Page from the website for the hardcopy. It will include a second page with institution and contact information. **Sign the Face Page in BLUE INK ONLY.** Photocopied, stamped, or scanned signatures will not be accepted.

ABSTRACTS

Lay Abstract

Please provide a statement of no more than 250 words explaining the subject of your research proposal and its relationship to CF. This statement will be used to inform the non-scientific departments of CFFT and the general public of the nature of this work. Please write in terms applicable to an informed lay readership.

Scientific Abstract

Please provide a statement of no more than 250 words explaining the subject of your research proposal and its relationship to CF. This statement will be used to inform the scientific community of the nature of this work.

CRITIQUE RESPONSE

Please provide a point-by-point response to the limitations noted in the CFFT Letter of Intent critique. If this application is a resubmission, please provide a point-by-point response to the prior reviews.

BUDGET AND JUSTIFICATION

Please complete the online budget summary in addition to a detailed budget and budget justification for all years of support requested. Be sure that the detailed budget matches the online budget summary.

The budget may not exceed \$100,000 per year in direct costs for a maximum of three years for a single center clinical research award (\$100,000 direct costs, plus 8% indirect costs = \$108,000). For a multi-center clinical research project, the budget may not exceed \$225,000 per year in direct costs for a maximum of three years (\$225,000 direct costs, plus 8% indirect costs = \$243,000). **If your trial will exceed these limitations, please contact CFFT at CFFTAwards@CFFTherapeutics.org before submission.**

In the space provided on each page, indicate whether the proposed budget is for the first, second, or third year of support. In view of the nature of clinical research, the following budget guidelines should be observed in determining budget requirements:

1. Services that are part of routine medical care may not be included in the project budget.

2. Whenever possible, the price of services (e.g., X-rays, EKGs, PFTs, etc.) provided by the institution should be negotiated to the lowest possible non-profit price.
3. Separate professional fees for interpretation of data (e.g., from X-rays, lab tests, PFTs) may not be included when such interpretation is performed by the named investigator(s), co-investigator(s), or consultants as part of the project, other than in exceptional circumstances. In such cases, justification for these fees must be described in detail.
4. Under most circumstances, the expense for hospitalization of study subjects cannot be included in this budget.

Detailed Budget - Direct Costs

List all direct costs requested in this application only on the detailed budget page. A detailed budget must be prepared for each year of support.

Personnel - List the names and positions of all professional and non-professional personnel involved in the project, whether or not salaries are requested. Indicate the percent of time or effort per week on the project for professional personnel; indicate the hours per week for each non-professional. For each individual, list dollar amounts separately for salary and fringe benefits. Fringe benefits may be requested if they are treated consistently by the applicant institution as a direct cost to all sponsors. The percentage of salary requested cannot exceed the percent effort for each professional and non-professional personnel.

Consultant Costs - Give the name and institutional affiliation of any consultant who has agreed to serve in this capacity, including statisticians and physicians in connection with patient care if they are not listed under personnel. Under budget justification, briefly describe services to be performed, the number of days, rate of compensation, per diem and any other associated costs.

Equipment - List all items of equipment requested and the cost of each item. If funds are requested to purchase equipment that is equivalent to items listed under Facilities Available, justify the duplication. Justify any item of equipment for which the need may not be obvious.

Supplies - Itemize supplies, such as glassware, chemicals, animals, etc., in separate categories and give the estimated cost of each category. If animals are involved, state the number, unit purchase cost, and unit care cost.

Travel - Describe the purpose of any travel. Funds for travel outside the North American Continent are not permitted. Also note that requests for travel funds should be limited to \$750.00.

Patient Care Costs - Funds may be requested for patient care costs specifically related to the proposed research. The basis for estimating funds requested in this category should be justified. The scientific need for patient care costs will be considered in the review of the application. Please note that patient travel, lodging, and sustenance should be listed in "Other Expenses;" consulting physician charges should be listed under "Consultant Costs."

Other Expenses - Itemize other expenses by major categories, such as duplication costs, publication costs, computer charges, equipment maintenance, etc. Justify all items.

Budget Justification

Use this page to describe the nature of costs listed in the "Detailed Budget." Costs should be described in terms of major categories, such as Personnel, Consultant Costs, Equipment, etc. Include the institutional indirect cost rate (up to eight percent).

The institutional indirect cost rate, up to eight percent (8%), is the maximum allowed by CFFT. Indicate percentage and dollar amount.

BIOGRAPHICAL SKETCH AND OTHER SUPPORT

A biographical sketch should be completed for all key project personnel, beginning with the Principal Investigator. The complete Biographical Sketch should not exceed three (3) pages. Clearly identify the results of past CFFT support (i.e., subsequent funding from other sources, journal articles, and invited presentations.) Prior publications relevant to the present application also should be clearly identified. **NIH Biosketches are NOT accepted as CFFT requires additional information.**

List all other support that all key project personnel are currently receiving. CFFT defines “key project personnel” as any individual with an advanced degree that will play an instrumental role in the accomplishment of the research project.

FACILITIES AVAILABLE

Describe the facilities and equipment available at the applicant’s organization that will be used for this project. Describe their pertinent capabilities, proximity and anticipated extent of use. If facilities or equipment at a consultant’s or collaborative site will be used, they should be identified and clearly described. Use continuation pages, if necessary.

Describe **facilities** in terms of relevant areas, such as laboratory, clinical, animal, computer, office, etc. Provide any **additional information** about the environment, including any support services available that will be utilized for this project.

RESEARCH PLAN

The Research Plan for applications for Clinical Research Awards is limited in length to fifteen (15) single-sided pages, including the Literature Cited. Applications exceeding this page limit will not be reviewed.

In the Research Plan, include sufficient information to permit effective review without reference to previous applications. Information should be presented in a clear, concise manner, while being specific and informative. Photo reductions will not be accepted.

If this application is a resubmission of an earlier proposal, the changes should be clearly indicated by a change in the typeface, underlining, or marks in the margins. Unchanged protocols should not be resubmitted and will not be reviewed.

At the top of each page, type the Principal Investigator's name. Each page must be sequentially numbered at the bottom of the page.

- A. **Hypothesis and Specific Aims.** State concisely and realistically the intent of the proposed research and the hypothesis to be tested. Do not exceed one page. **When preparing the specific aims, keep in mind that the mission of CFF and CFFT is to assure the development of the means to cure and control cystic fibrosis and to improve the quality of life for those with the disease. Thus the focus of applications should be aligned with this mission statement.**
- B. **Significance.** Briefly describe the background of the present proposal. Critically evaluate existing knowledge and specifically identify the gaps that the project is intended to fill. Concisely state the importance and rationale of this research by relating the specific aims to longer-term objectives. This section should also show the potential importance of the proposed work to CF. In addition, the applicant should describe the relationship of the proposed work to his/her long-term career goals. Preference will be given to those applicants who have expressed an interest in a long-term career in CF-related research. Do not exceed 3 pages.
- C. **Preliminary Studies.** Summarize any preliminary work pertinent to this application that has been undertaken by the Principal Investigator(s) and/or information that will establish the competence and/or

experience of the investigator(s) to pursue the proposed study. Titles, complete references and supplemental charts, graphs, etc., may be submitted in the Appendix. Do not exceed 8 pages.

D. Experimental Design and Methods. Provide a detailed discussion of the experimental design and procedures to be used to accomplish specific aims. Please discuss: study hypothesis; primary and secondary outcome measures; study design; study sample-inclusion and exclusion criteria; sample size estimates;* subject enrollment including age range; puberty status; gender distribution; randomization scheme if applicable; description of experimental procedures and schedule including a study time-line; drugs and dosage; measures of compliance; follow-up schedule including a time-line for full project up to three years; ascertainment of response variables: efficacy and safety, training, data collection, data monitoring and quality control; and a description of your proposed data analysis and statistical procedures for your hypothesis testing. Although no page limit is specified for this section, make every attempt to be concise and succinct.

***For sample size estimates,** please provide all estimates of means, standard deviations, rates or proportions used to calculate each of your sample size or power estimates. Please include in the statistical section whether you will use a one or two-tailed test, the power selected for such a test (if making a sample size calculation). Also please include the reference for your sample size or power calculation. In instances of pilot studies where some of these parameters are unknown, we will accept your best estimates of the unknown parameters if preliminary data are not available, and your calculation is a preliminary estimate before formal sample size can be calculated for a larger study. Please identify if you are making estimates from data or personal estimates. This section must document access to adequate numbers of subjects. The number of CF patients in the participating CF Center(s), as well as the number in relevant control groups, must be specified. Discuss the potential difficulties and limitations of the proposed procedures and alternative strategies for achieving the aims. **If the applicant is not a CF Center Director or Co-Director, a letter of support from the Center Director is required even if listed as a co-investigator.** In addition, please provide a copy of your institution's IRB approval application with proposed patient consent forms.

E. Mechanism for Monitoring Patient Safety. If the proposed study involves patient intervention, describe measures in place or to be implemented for monitoring of patient safety (e.g., Data Safety Monitoring Board.)

F. Consultant Arrangements. If the proposed project includes consultant arrangements and/or collaboration with other individuals outside the applicant's group, describe the working relationships and support this description by letter(s) of intent signed by collaborating individual(s). If clinical material required by this grant is to be furnished by other individuals, include a statement from these individuals agreeing to their participation and precautions taken to ensure anonymity of patients.

G. Literature Cited. References should be numbered in the sequence that they appear in the text and listed at the end of the Research Plan. Each citation must include the names of authors, the name of the journal or book, volume number, page number and year of publication (titles are optional).

INTERNATIONAL APPLICANTS

International Institution Form

Those applicants whose sponsoring institution is not a United States based entity must complete the International Institution Form. **The completed and signed form should be uploaded with the following documents:**

1. A copy of your organization's most recent Mission Statement;
2. A copy of your organization's Tax Exemption Letter, if organization is not-for-profit;
3. A description of other sources of support, such as official grants, private endowments, and commercial activities, received by your organization;
4. A copy of your organization's Standard Operating Procedure(s) or relevant policy to ensure that funds provided are neither distributed to terrorists or their support networks nor used for activities that support terrorism or terrorist organizations; and
5. For-profit organizations must submit a complete list of key employees, members of the governing board, and/or other senior management.

Any documents that cannot be uploaded to Proposal Central must be submitted to CFFT's Grants and Contracts Office.

APPENDIX

Research Involving Human Subjects

CFFT policy pertaining to the protection of individuals as research subjects requires that for each proposal submitted, the grantee institution certify in writing that an Institutional Review Board (IRB) has reviewed and approved the procedures for the use of human subjects, or human organs, tissues and body fluids, in the proposed research, in accordance with Department of Health and Human Services policies. This certification should accompany the application and **must** be received before activation of any grant. If approval does not accompany the application, there should be a statement in the application indicating that such approval is pending and the date when such approval is expected. **The IRB application must be submitted to the grantee institution BEFORE the CFFT application deadline.** The approved certification should be submitted as soon as it is available.

Research Involving Recombinant DNA

All research involving recombinant deoxyribonucleic acid (DNA) techniques and human gene transfer supported by CFFT must meet the requirements contained in the document [NIH Guidelines for Research Involving Recombinant DNA Molecules](#) (revised April 2002). This publication and announcements of modifications and changes to the Guidelines are available from the Office of Biotechnology Activities, National Institutes of Health, 6705 Rockledge Drive, Suite 750, MSC 7985, Bethesda, MD, 20892-7985 or accessed on-line at <http://www4.od.nih.gov/oba/rac/guidelines/guidelines.html>. The purpose of this document is to specify practices for the construction and handling of recombinant DNA molecules and organisms or viruses containing recombinant DNA. As defined by the Guidelines, recombinant DNA molecules are either: (1) molecules that are constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell; or (2) DNA molecules that result from the replication of those described in (1) above.

Many types of studies involving recombinant DNA are exempt from the Guidelines while others are prohibited. The applicant organization is required to establish and implement policies that provide for the safe conduct of the research in full conformity with the Guidelines. This responsibility includes establishing an Institutional Biosafety Committee to review all recombinant DNA research to be conducted at or sponsored by the applicant organization, and to approve those projects it finds are in conformity with the Guidelines.

CFFT policy pertaining to recombinant DNA research requires that the grantee institution certify in writing that an institutional committee has reviewed and approved the procedures involving recombinant DNA in accordance with

NIH guidelines. This certification should accompany the application and **must** be received before activation of any grant. If approval does not accompany the application, there should be a statement in the application indicating that such approval is pending and the date when such approval is expected. **The recombinant DNA application must be submitted to the grantee institution BEFORE the CFFT application deadline.** The approved certification should be submitted as soon as it is available.

Research Involving Animals

Grant applications submitted to CFFT involving the use of animals must meet the guidelines of the National Institutes of Health, U.S. Public Health Service, which require that all proposed studies be reviewed and approved by an Institutional Animal Care and Use Committee (IACUC). Written documentation of approval should accompany the application and **must** be received before activation of any award. If approval does not accompany the application, there should be a statement in the application indicating that such approval is pending and the date when such approval is expected. **The IACUC application must be submitted to the grantee institution BEFORE the CFF application deadline.** A copy of the IACUC approval should be submitted as soon as approval is received. In addition, CFFT grantee institutions and laboratories must be accredited by the American Association for Accreditation of Laboratory Animal Care (AAALAC) and/or have other verifiable assurances that the institution and laboratory meet appropriate standards.

Additional Material

- If possible, up to four reprints of the applicant's work relating to the general area of research in the grant proposal should be uploaded in PDF format.
- Letters of reference, support, and/or collaboration.
- Other materials pertinent to the grant proposal, not already described.

Keep in mind that extensive appendix material may not be reviewed. Please upload only the most relevant documents.

SUBMISSION GUIDELINES

Application Deadline: First Wednesday of September or First Wednesday of March

Applications must be submitted at Proposal Central: <https://proposalcentral.altum.com/> by 5:00pm (Eastern time) on the aforementioned deadline. The signed, original Face Page should be returned to CFFT and **postmarked by** the same date. Late applications will not be accepted and the deadline will not be waived. CFFT reviews applications electronically; therefore **anything not submitted online will not be reviewed.**

- Application must be typed in Times New Roman 12 or Arial 11 font.
- The Research Plan section of the application, **including the Literature Cited**, is limited to fifteen (15) pages. Applications that exceed this page limit will not be reviewed.
- Photo reductions will not be accepted.
- Letters of reference, collaboration, and/or support should be scanned and uploaded as PDF appendix material online.
- If the application includes any images that do not show up well on a computer monitor, submit four (4) copies to CFF for distribution to reviewers.
- Those applicants whose sponsoring institution is not a United States based entity must complete the International Institution Form. Any documents that cannot be uploaded with the application must be submitted to CFFT's Grants and Contracts Office.
- The Face Page must be signed in **BLUE INK ONLY** and returned to CFFT:

**Cystic Fibrosis Foundation Therapeutics, Inc.
Grants and Contracts Office
6931 Arlington Road
Bethesda, MD 20814**

To submit the electronic application, please visit: <https://proposalcentral.altum.com/>. **REMEMBER TO CLICK "SUBMIT" WHEN THE APPLICATION IS FINISHED.** An e-mail will be generated automatically from Proposal Central confirming that the application has been successfully uploaded. **If you DO NOT receive a confirmation e-mail, please contact Proposal Central (see e-mail address and telephone number below).**

Do not submit an incomplete application. An application will be considered incomplete if it fails to comply with instructions or if the material is insufficient to permit adequate review.

Revisions, insertions or appendices to applications will not be accepted after the receipt date unless agreed to by CFFT's Grants and Contracts Office. Even if a part of an application is approved for late submission, there is no guarantee that the application will be reviewed. Only Human Subjects Certification, Use of Animals Certification, and Recombinant DNA Approval will be accepted apart from the body of the grant application if they are not available at time of submission.

Requests to submit supplemental data must be received before November 1st for the fall cycle and before May 1st for the spring cycle. Even if accepted, review of these items is not guaranteed.

For questions regarding application contents:

E-mail the CFFT Grants and Contracts Office at CFFTAwards@cffttherapeutics.org or call (301) 951-4422

For questions regarding the application website:

E-mail Proposal Central at pcsupport@altum.com or call (800) 875-2562 during business hours (Monday – Friday, 8:30am – 5:00pm Eastern).

HARDCOPY AND ELECTRONIC APPLICATION CHECKLIST

Application Deadline: First Wednesday of September or First Wednesday of March

Applications must be submitted at Proposal Central: <https://proposalcentral.altum.com/> by 5:00pm (Eastern time) on the aforementioned deadline. The signed, original Face Page should be returned to CFFT and **postmarked by** the same date. Late applications will not be accepted and the deadline will not be waived. The Foundation reviews applications electronically; therefore **anything not submitted online will not be reviewed.**

- Face pages which include:**
 - Signatures***
 - Principal Investigator
 - Any Co-Principal Investigator(s)
 - The Official authorized to sign on behalf of the Sponsoring Institution
 - Applicant/PI information
 - Complete Institution and PI Contact information, including correct mailing address
 - Organization Assurances (as applicable)
 - Human Subjects Certification
 - Recombinant DNA Biosafety Certification
 - Institutional Animal Care and Use Committee
- Research Plan, Supporting Documents and Appendix**
 - Abstracts
 - Detailed Budget for each year
 - Budget Justification for each year
 - Biosketches
 - Other Support
 - Facilities Available
 - Critique Response
 - Point-by-point response to LOI review, or
 - If re-submission, response to previous review
 - Research Plan
 - Specific Aims
 - Significance
 - Preliminary Studies
 - Experimental Design and Methods
 - Mechanisms for Monitoring Patient Safety
 - Consultants/Collaborative Arrangements
 - Literature Cited
 - International Institution Form (if applicable)
 - Organization's most recent Mission Statement
 - Organization's Tax Exemption Letter, if organization is not-for-profit
 - Description of other sources of support, such as official grants, private endowments, and commercial activities, received by organization
 - Organization's Standard Operating Procedure(s) or relevant policy to ensure that funds provided are neither distributed to terrorists or their support networks nor used for activities that support terrorism or terrorist organizations
 - For-profit organizations must submit a complete list of key employees, members of the governing board, and/or other senior management
 - Appendix
 - Letters of support from Center Director(s) and reference/collaboration [as applicable]
 - IRB Application and Informed Consent Documents
 - Reprints or other supporting documents

* CFF does not expect signatures to be included in the electronic copy, but the submitted hardcopy must include appropriate **original** signatures **in blue ink**. Photocopied, stamped, or scanned signatures will not be accepted.