CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE

Instructions for Phase 2 CCTS Pilot Grants | AY21-22

Overview of Phase 2

Goal of the Program: To enable research investigator's engagement in clinical and basic research within our academic center and our communities.

The CCTS/CTSA will provide on an annual basis $30,000 for year 1 with a potential for an additional $30,000 for year two of the pilot, based on sufficient progress.

The full PROPOSAL is by **invitation only**. **All applications must be submitted electronically at** https://awards.ccts.uic.edu/.

Due Date: Electronic submission due no later than 5:00pm CST, November 22, 2021.

Application Instructions

The following components of the proposal are <u>entered directly into the CCTS Grants Award System</u> (https://awards.ccts.uic.edu)

I.   **LAY SUMMARY**: Paragraph (250 words) that describes the overall goal and specific aims of the project, research impact, and its public health relevance.

II.   **COMMUNITY IMPACT STATEMENT:** Paragraph on community relevance (maximum 100 words) that includes the project title and is understandable at an eighth-grade reading level (non-scientist level reviewer). Paragraph should answer the following question, "How important is funding this research to improving human health, either in the near or distant future?"

III.   **PLANS FOR EXTERNAL FUNDING:** Paragraph (600 words maximum) describing a detailed plan for submission of competitive applications to external funding agencies (priority will be given to applications planned for NIH funding). Program announcements and other pertinent NIH initiatives should be included. If known, applicants should specify the institute and program officer for the planned submission.

IV.   **SUGGESTED GRANT REVIEWERS:** The names and emails of three potential faculty reviewers can be included in the application. However, they should be not in the same division/department as the applicant)

The following documents will be uploaded as MS Word or pdf into the CCTS Grants Award System. As an option, the budget can be submitted as an Excel spreadsheet using the same categories as the NIH budget form.

V.   **RESEARCH PLAN** (maximum of 5 pages) divided into the following sections:

a) **Hypothesis and Specific Aims** - Indicate the hypothesis that forms the basis for the research and the specific aims that applicant intends to accomplish with this Award. Specific Aims and the value of the interdisciplinary approach(s) used needs to be clearly framed.

b) **Background and Significance** - Discuss the scientific knowledge that led to the stated hypothesis and specific aims, why this project is novel, the importance of the proposed research and its potential relevance, if successful.

c) **Preliminary Results** - Preliminary results can be provided but this mechanism is for pilot funding to create data for an extramural application.

d) **Research Design and Methods** - Briefly describe the procedures and methodology that will be used to accomplish the specific aims, and discuss how potential pitfalls might be avoided. Include the Biostatistical plan in this section.

e) **Time Frame** - Provide an estimated time for accomplishing key goals. If the proposed work is likely to take longer than two years, indicate the total time frame and overall scope of the project, and what applicant hopes to accomplish.

VI. **LITERATURE CITED:** Provide a short list (not more than 30) of applicable literature citations. Literature citations are not part of the 5-page limit for the application.

VII. **CONSULTANT/COLLABORATIVE/CONTRACTUAL AGREEMENTS:** If needed, include letters verifying these arrangements.

VIII. **BIOGRAPHICAL SKETCH:** Use the NIH format for all PI and Co-Investigators (not to exceed 5 page NIH format limit). URL: https://grants.nih.gov/grants/forms/biosketch.htm. Please use the newly revised format required after May 25, 2021. All biosketches should be merged into one pdf document prior to uploading.

IX. **BUDGET & BUDGET JUSTIFICATION**: Use NIH detailed budget Form 4 and Form 5 for your budget development (https://grants.nih.gov/grants/funding/phs398/fp4.pdf). All guidelines pertaining to allowable expenses on federal grants will be applicable for these awards.

A **budget justification** is also required for all expenses. In addition, please note:
- No funding is allowed for Principal Investigator or Co-Investigator Salary.
- No funding will be provided for books and subscriptions, membership fees, graduate student tuition remission.
- If equipment is budgeted, it will need a thorough justification.

X. **ANIMAL CARE REQUIREMENTS (IF APPLICABLE):** For projects involving animals in Year 1, investigators should plan to have IACUC approval by the funding start date of January 16, 2021. Proof of IACUC approval should be included in the Phase 2 application OR should provide a brief explanation of pending review.

XI. **PROTECTION OF HUMAN SUBJECTS (IF APPLICABLE):**

a) For projects involving human subjects in Year 1, proof of IRB approval or exemption should be included in the Phase 2 application.

b) Alternatively, the investigator may provide evidence of IRB submission/pending review or a timeline of their submission plan. Investigators who are still in the planning stage of their protocol are encouraged to submit a Development/Center/Training Grant Application (form is located under "IRB Initial Application Review" tab). These applications include plans for the development of specific human subjects research studies, but those studies will only be initiated after some preliminary projects are completed (e.g., development of instruments or compounds, or prior animal studies).

XII. **LETTER OF SUPPORT:** A letter of support is required from the PI's Department Head outlining the importance of the project, the need for this pilot funding, other resources that are available to the PI (including if the PI already has start-up funds being used for research in the related area). The letter must also provide a statement of the protected time needed to perform the pilot study.

APPLICATION FORMAT:

Applications should adhere to the following formatting specifications:

- Maximum is 5 pages for the Research Plan
- Single-spaced
- 0.5 inch margins on all sides
- 8 ½" x 11" (i.e. standard size) paper
- 11 Arial font
- Number all pages

SUBMISSION INSTRUCTIONS:

- Applications will ONLY be accepted via electronic submission at the following URL: https://awards.ccts.uic.edu/
- **Submission will be accepted starting Thursday, September 27, 2021 through Monday, November 22, 2021 (5 pm CST).**
- You will receive a confirmation email upon submission.
- If you have any questions or need to delete an incorrect or incomplete submission, please contact Mary Campbell (mcampb22@uic.edu).

REVIEW PROCESS:

We invite applicants to submit the names of up to three potential reviewers (who are not in the same division/department as the applicant). The review committee will score the proposals and forward their recommendations to the CCTS Steering Committee. The CCTS Steering Committee will serve as the council making final funding recommendations.

We aim to announce award decisions by Friday, January 7, 2022.

SCORING FOR FULL APPLICATIONS:

Scoring will occur based on the 9-point NIH scale and will evaluate the following factors: Significance, Approach, Investigators, Innovation, Feasibility, Collaboration, and Community Impact.

FUNDING & COMPLIANCE REQUIREMENTS:

Funded projects are required to submit brief semi-annual progress reports as well as a final report. Investigators must acknowledge CCTS funding in all publications and presentations. Investigators will also be invited to participate in further activities with the CCTS as appropriate (e.g., seminar presentations, training course lectures, and review of future applications). **No pilot funds will be released without complete IRB and/or IACUC approval or exemption from UIC's Internal Review Board as well as the NIH NCATS Scientific Review Committee.**