

## **PILOT PROGRAM FULL APPLICATION (PHASE 2) GUIDELINES**

### **DUE DATE:**

**Friday, October 28<sup>th</sup> at 5:00pm CST**, through the CCTS Awards site:  
<https://awards.ccts.uic.edu/>

### **PURPOSE:**

The CCTS Pilot Grant Program serves a vital function in advancing translational research by funding a combination of broad translational and multidisciplinary projects and targeted priority areas as identified by the CTSA Program.

### **APPLICATION ELIGIBILITY:**

Only applicants who have submitted a letter of intent and who are invited to apply for the full pilot grant will be eligible. Principal Investigators must be clinical, research, or tenure track UIC faculty or Senior Scientists at UIC. Although adjunct faculty cannot serve as PIs, they may serve as named investigators, collaborators, or key personnel. Post-doctoral fellows may also serve as key personnel but cannot be PIs.

### **AWARD AMOUNTS & DURATION:**

Pilot grants are up to 2 years in duration (\$30,000 each year, with second year funding contingent upon progress made during year 1) and focus specifically on activities such as conducting preliminary research to inform study design, demonstrate feasibility of research protocols, pilot test novel methodologies, or initiate and establish new interdisciplinary research.

### **APPLICATION INSTRUCTIONS:**

Applications will **ONLY** be accepted via electronic submission in the Awards system from **September 2<sup>nd</sup>, 2022 through October 28<sup>th</sup>, 2022 at 5:00pm CDT**. To submit your full application, navigate to the CCTS Awards site homepage using your UIC credentials (via Shibboleth). Upon login, on your "My Projects" homepage, you will see your submitted LOI with access to the full application.

### **APPLICATION DATA FIELDS:**

The following information will be completed in the data fields in the electronic application system in addition to demographic information:

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

2. **COMMUNITY IMPACT STATEMENT:** Paragraph on community relevance (maximum 100 words) that includes the project title and is understandable at an eighth-grade reading level for a person with no science experience. Paragraph should answer the following question, "How important is funding this research to improving human health, either in the near or distant future?"
3. **PLANS FOR EXTERNAL FUNDING:** Paragraph (300 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.
4. **SUGGESTED GRANT REVIEWERS:** The names and emails of three potential faculty reviewers can be included in the application. Suggested grant reviewers cannot have any significant conflicts of interest. Conflicts of interest include being in the same division/department, being a member of the same lab, publishing together or collaborating in the last 5 years, etc. Final reviewers and reviewer eligibility will be determined by the CCTS.

#### **APPLICATION DOCUMENTS:**

The below documents will be uploaded in the electronic application system in their respective fields under the "Uploads" section. The documents can be uploaded as PDF or MS Word.

1. **RESEARCH PLAN** (maximum of 5 pages) divided into the following sections:
  - a. **Research Question/Hypothesis and Specific Aims:** Indicate the hypothesis or research question that forms the basis for the research and the specific aims that the applicant intends to accomplish with this Award. The integration and value of the interdisciplinary approach(s) used in the Specific Aims should be clearly framed.
  - b. **Background and Significance:** Discuss the scientific knowledge that led to the stated hypothesis/research question and specific aims, why this project is novel, the importance of the proposed research and its potential relevance, if successful.
  - c. **Preliminary Results/Supporting Information:** Preliminary results can be provided but are not required because this mechanism is for pilot funding to create data for an extramural application. Feasibility/preliminary information supporting the capacity and feasibility of the work can be included.
  - 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. The proposed work for this project is intended to be completed within two years; longer time frames would be viewed as a potential weakness.
2. **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.
  3. **CONSULTANT/COLLABORATIVE/CONTRACTUAL AGREEMENTS:** If needed, include letters verifying these arrangements.
  4. **BIOGRAPHICAL SKETCH:** Use the NIH format for all PI and Co-Investigators (5-page NIH format limit <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.
  5. **BUDGET & BUDGET JUSTIFICATION:** Use NIH detailed budget Form 4 and Form 5 (<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:
    - a. Funding should start January 2023
    - b. No funding is allowed for Principal Investigator or Co-Investigator Salary.
    - c. No funding will be provided for books and subscriptions, membership fees, graduate student tuition remission.
    - d. If equipment is budgeted, it will need a thorough justification.
  6. **ANIMAL CARE REQUIREMENTS (IF APPLICABLE):** For projects involving animals in Year 1, investigators must have IACUC approval by the funding start date of January 16, 2023. Proof of IACUC approval should be included in the Phase 2 application OR should provide a brief explanation of pending review.
  7. **PROTECTION OF HUMAN SUBJECTS (IF APPLICABLE):** For projects involving human participants in Year 1, proof of IRB approval or exemption should be included in the Phase 2 application. Alternatively, the investigator may provide evidence of IRB submission/pending review or a timeline of their submission plan.
  8. **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, and 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.

## **REVIEW PROCESS:**

We invite applicants to submit the names of up to three potential reviewers (see prior section for descriptions of reviewer conflicts of interest). Reviewers will score the proposals and forward their recommendations to the CCTS Executive Review Committee. The CCTS Executive Review Committee will serve as the council making final funding recommendations. We aim to announce award decisions by Friday, December 9<sup>th</sup>, 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. Additionally, all Pilot awardees must comply with the NIH Public Access Policy and are required to submit journal articles that arise from NIH funds to the digital archive PubMed Central.

## **APPLICATION FORMAT:**

Applications should adhere to the following formatting specifications:

- Maximum of 5 pages for the Research Plan
- 11-point Arial font
- Single-spaced
- 0.5 inch margins on all sides
- 8 1/2" x 11" (i.e. standard size) paper
- Pages numbered
- Word or PDF files

## **QUESTIONS**

Contact Mary Campbell, Pilot Program Coordinator, Center for Clinical and Translational Science, at [mcampb22@uic.edu](mailto:mcampb22@uic.edu).