



PILOT PROGRAM LETTER OF INTENT (PHASE 1) GUIDELINES

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.

P.I. ELIGIBILITY:

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.

INVITATIONS TO APPLY FOR THE FULL PILOT GRANT APPLICATION:

Letters of intent are required and will be reviewed. Only applicants who have submitted a letter of intent and who are invited to apply for the full pilot or planning grant will be eligible. More information on submitting a full application can be found at the end of this document.

AWARD AMOUNTS & DURATION:

Pilot grants are 1 year in duration, up to \$30,000, with funding starting in June 1st, 2024, 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.

DUE DATE:

Friday, December 1, 2023 at 5:00pm CDT, through the CCTS Awards site:

<https://awards.ccts.uic.edu/>

SUBMISSION INSTRUCTIONS:

A Letter of Intent is **REQUIRED** for consideration in Phase 1. Applications will **ONLY** be accepted via electronic submission in the Awards system from **October 30th through December 1st, 2023 at 5:00pm CDT**. To submit your LOI, navigate to the CCTS Awards site homepage:

- If you are a first time user click the "Register" button in the top right corner of the page.
 - On the next page, enter your UIC NetID and select the "Register" button below your NetID.
 - After successfully registering your account, log back into the system by clicking "Proceed to log in".
- For registered users, log into the training portal using your UIC credentials (via Shibboleth).
 - Upon login, on your "My Projects" homepage, you will see Available Funding Opportunities: CCTS Pilot Program 2023.

- Select this option to access the LOI application.
- You will receive a confirmation email upon submission.

APPLICATION DATA FIELDS:

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

1. Three (3) keywords describing your research
2. Previous CCTS funding
3. Co-Investigators and External Collaborators, if applicable
4. Research category (method or process development, digital health and social media, pediatric, rural health outcomes, health disparities, etc.)
5. Translational spectrum category (pre-clinical research, clinical research, clinical implementation, public health)
6. Summary of Specific Aims and Scientific Plan (up to 200 words)
7. How will the proposed project extend collaborations or develop new areas of research for the investigator? Clearly state how the proposed work is distinct from your ongoing collaborations (up to 800 words)

Following an initial review of the letters of intent, applicants may be invited to submit full proposals. Anticipated notification during the week of January 22nd, 2024.

FULL APPLICATION PREVIEW

The anticipated deadline for full applications is **Friday, March 8th, 2024**. Those invited to submit a full application in Phase 2 must adhere to the following application requirements. Please note that this list is subject to change by the start of the full application cycle.

1. Lay Summary
2. Community Impact Statement
3. Plans for External Funding
4. Suggested Grant Reviewers
5. Research Plan
 - a. Hypothesis and Specific Aims
 - b. Significance and Implication of Results:
 - c. Research Strategy
6. Milestones
7. References
8. Biographical Sketch
9. Budget & Budget Justification
10. Animal Care Requirements (if applicable)
11. Protection of Human Subjects (if applicable)
12. Letter of Support from the PI's Department Head
13. Appendices (additional letters of support)

QUESTIONS

Contact Mary Campbell, Pilot Program Coordinator, Center for Clinical and Translational Science, at mcampb22@uic.edu.