

Overview

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**.

Due Date: The due date is electronic delivery ONLY no later than 5:00pm CST, Monday, September 9, 2019.

Application Instructions

I. **RESEARCH PLAN:** The research plan should be divided into:

- 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.

THE RESEARCH PLAN (SECTION I, a-e) CANNOT EXCEED 5 PAGES TOTAL

- 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?" Do not include your name, as this paragraph will get a blinded review.
- III. **PLANS FOR EXTERNAL FUNDING:** Paragraph 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. **LITERATURE CITED:** Provide a short list (not more than 30) of applicable literature citations. Literature citations will not be in the 5-page limit for the application.
- V. **CONSULTANT/COLLABORATIVE/CONTRACTUAL AGREEMENTS:** If needed, include letters verifying these arrangements.
- VI. **BIOGRAPHICAL SKETCH:** NIH format for all PI and CO-Investigators (not to exceed 5 page NIH format limit).
- VII. **BUDGET & BUDGET JUSTIFICATION:** All guidelines pertaining to allowable expenses on federal grants will be applicable for these awards. A thorough justification is needed 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.
- VIII. **PRIOR CCTS FUNDING (IF APPLICABLE):** Have you ever received pilot grant funding from the UIC CCTS as an investigator? If yes, please list publications and/or grant applications that resulted from this award.
- IX. **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 November 16, 2018. Proof of IACUC approval should be included in the Phase 2 application OR should provide evidence of pending review. If animal care requirements are not applicable to this project or not applicable until Year 2, please clearly indicate this.
- X. **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. This proof should include 1) the complete clinical research protocol and 2) any informed consent or assent documents.
 - If the entire parent protocol is included in the submission, please identify the specific portion of the protocol that will be supported by Pilot Grant funding.
 - If the proposed protocol is considered an amendment to a parent protocol, provide an explanation of exactly what is being supported by CCTS pilot grant funding.
 - b) Alternatively, the investigator may provide evidence of IRB submission/pending review. Investigators who are still in the planning stage of their protocol are encouraged to submit a [Development/Center/Training Grant Application](#). 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).
 - c) For projects involving human subjects that will not have IRB approval at the time of the Phase 2 application submission, a Letter of Support from the [CCTS Research Navigator](#) is recommended. To schedule a consultation with the Navigator, please contact Lauren Walsh at laurenw@uic.edu. Consultations should be scheduled no later than 8/19/2019.
 - d) If human subject requirements are not applicable to this project, or not applicable until Year 2, please clearly indicate this.

- XI. **APPENDICES:** The only appendices allowed is a letter of support from the PI's Department Head. The Principal Investigator must have a letter from the 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 sections 1-5
- 11-point Arial font
- Single-spaced
- 0.5 inch margins on all sides
- 8 ½" x 11" (i.e. standard size) paper
- Number all pages
- The only appendices allowed will be a letter from the PI's Department Head

SUBMISSION INSTRUCTIONS:

- Applications will **ONLY** be accepted via electronic submission at the following URL: https://is.gd/CCTS_PilotApplication.
- All application materials should be compiled into a single PDF file.
- Applicants may attach up to (3) JPEG figures to allow for additional content space in Section I: Research Plan.
- You will receive a confirmation email upon submission. If you have any questions or need to delete an incorrect or incomplete submission, please contact Lauren Walsh at laurenw@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 October 16, 2019.

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.**