

**Competitive Medical Research Fund (CMRF)
Fiscal Year 2011 Solicitation**

Bridge Funding Grant Application Instructions

Deadline: All applications must be submitted electronically to Ms. Selena Crawford at sac32@pitt.edu, and received no later than 11:59 pm, January 11, 2010. No paper applications will be accepted. See detailed information on submission procedures below.

Eligibility Requirements

Bridge Funding is intended to support investigators who have had lapses in funding, otherwise outstanding track records, and whose research has a high likelihood of being funded again in the near future (*i.e.*, in less than one year). Specifically, to be eligible for Bridge Funding the following situation must apply: *An applicant was funded for a defined period of time, and towards the end of that period, he/she submitted a competitive renewal application to continue or extend the research performed under the previous award. The renewal application, while receiving favorable reviews, was not funded.* Bridge Funding is to allow specific aspects of the research to continue while a revised application is being considered by the outside funding agency. Revised CMRF Bridge Funding applications will not be accepted. Faculty members at the level of assistant professor, associate professor, and professor are eligible to apply for Bridge Funding support.

Please note that a given project may not be supported by bridge funding under both the University of Pittsburgh Health Sciences Bridge Funding program and the CMRF Bridge Funding program. If an investigator submits an application to both programs and Health Sciences Bridge Funding is awarded, the CMRF application will be administratively withdrawn. If an applicant to the Health Sciences Bridge Funding program has CMRF Bridge funding when the Health Sciences award is made, \$25,000 (the amount of the CMRF award) will be deducted from the recommended budget for the Health Sciences Bridge Funding award. If the Health Sciences bridge funding is awarded for a project other than the one submitted for consideration to the CMRF program, it is incumbent on the applicant to articulate very clearly the need for the CMRF support.

If an applicant is applying for Bridge Funding after an unsuccessful attempt to convert a K08 (or similar) award to an R01 (or similar) award, he or she should contact the CMRF Coordinator at the Office of Research, Health Sciences to discuss eligibility.

Applicants whose primary appointments are not in the Schools of the Health Sciences must unequivocally demonstrate the health/biomedical relevance of the proposed research, as relevance will be an important criterion in evaluating applications.

Please direct any questions regarding eligibility to Ms. Selena Crawford, CMRF Coordinator, Office of Research, Health Sciences (OORHS) (Email: sac32@pitt.edu; Telephone: 412-648-2233).

General Instructions, Format, and Guidelines

Please use the application for the Public Health Service 398 (PHS 398) Grant, NIH Revision 11/2007. All PHS 398 forms and instructions are available for download at <http://www.grants.nih.gov/grants/funding/phs398/phs398.html>. Follow the instructions for the PHS 398 grant except where replacement of certain portions of the PHS 398 form with CMRF-specific pages is required, as specified below. All CMRF-specific forms are available for download at <http://www.oorhs.pitt.edu/funding/CMRF.aspx>. **Do not use earlier versions of PHS Form 398 or CMRF forms.**

The complete CMRF application should be assembled as listed as follows:

1. CMRF-specific Checklist
2. CMRF-specific Face Page
3. CMRF-specific Cost Share Agreement Page
4. Abstract Page (PHS 398, form page 2) - Submit as a separate PDF file.
5. Abstract Page (PHS 398, form page 2) - Submit again, but incorporated into the full application.
6. CMRF-specific Table of Contents
7. Budget, including budget justification (PHS 398, form pages 4 & 5)
8. Biographical Sketch(es) for PI and all co-investigators (PHS 398 form page)
9. Other Support Pages for PI and all co-investigators (PHS 398 format)
10. Research Resources and Facilities (PHS 398 form page)
11. Summary Statement From Extramural Funding Source and Applicant's Response
12. Research Plan (PHS 398 continuation page(s))
13. Bibliography
14. Appendices

CMRF-specific Checklist

Please indicate all appropriate documents enclosed in the application on the Collaborative Funding Research Checklist.

CMRF Face Page

The CMRF Face Page must be printed, signed by both principal investigators and their respective immediate supervisors. The signed page should then be scanned as a PDF file and included in the application. **Applications submitted without signatures will be returned without review or appeal.** Please answer all questions on the Face Page. If the question is not applicable, indicate so by entering N/A.

CMRF-Specific Cost Share Agreement Page

Any monies awarded will support direct costs only; no indirect support will be provided. The monies awarded may not be used for salary support for the principal investigator, but investigator effort must be reflected on the budget page, and must be cost shared by the department or other entity that will support such effort. The CMRF Cost Sharing Agreement Page must be signed by the principal investigator's department chair or appropriate responsibility

center director (*e.g.*, division chief or institute director) who can authorize cost sharing against an Entity-02 or -04 institutional account. This signature certifies acceptance of principal investigator cost shared effort. The appropriate institutional account number against which the effort will be charged must also be provided. If the project is funded, cost shared effort must be reflected on the SPAR document and copies of the relevant SPAR must be provided to the CMRF administration upon request.

Abstract Page

Use PHS 398 form page 2. Submit two copies of the abstract – one as a stand-alone PDF file, and the other incorporated into the full application packet.

CMRF Table of Contents Page

Complete this page last, when the remainder of the application packet has been assembled. Remember to number all pages consecutively.

Budget

Use PHS 398 form pages 4 and 5. Support cannot be requested for principal investigator or any other professorial rank investigator salary; however, effort (% or calendar) on the proposed study must be indicated on the budget page. Please do not provide information as to the salary of the principal investigator. Funds may not be requested for publication or travel expenses. Personal computer purchase will be approved only when it can be demonstrated that the computer is essential for the proposed work. Justification must be provided for any equipment item costing more than \$500. Maximum funding is \$25,000, which can be expended over a period of up to 12 months.

Biographical Sketches and Support Pages

NIH-format Biographical Sketches, NIH-format Other Support pages, and copies of abstracts for all current support and pending applications must be provided for the principal investigator and each named co-investigator. Abstracts of all current grants and pending support should be provided as an appendix. If any individual, including the principal investigator, has no other support, this should be stated explicitly on the Other Support page. Other support information must clearly state the aims of other funded research activities. All current support and pending grant applications must be listed for the principal investigator and for any other co-investigators listed as Key Personnel. During the review process, OORHS and the review panel may request funding information from additional individuals, including, but not limited to, consultants, research associates, research assistants, and mentors. Please note that the term “Mentor” is reserved for appropriate individuals cited in an applicant’s career development award application (*e.g.*, K award). Both budgetary and scientific overlap between current (or pending support) and the CMRF application must be explicitly addressed for each item listed on the Other Support page(s). For overlapping applications, the applicant must state his or her proposed action for resolution of overlap if both grants are awarded. If there is no overlap, clearly state why this is the case; *i.e.*, if funding is extant for related research, clearly articulate the difference between the funded research and that proposed in the CMRF application. Copies of abstracts for all current funding and pending applications must be submitted for both the applicant and all listed co-investigators as Appendix material.

Summary Statement From Extramural Funding Source and Applicant's Response

The following items must be included in the application: (1) The summary statement/review from the most recent submission of the application to an extramural funding source within the past year, *i.e.*, the review of the renewal/continuation application that was not funded and for which interim funding is being requested. This document should be inserted before the Research Plan and must be an exact copy of the summary statement as provided to the applicant by the funding agency; it must not be edited or summarized in any way by the applicant. (2) A response of no more than two pages to the key points of the review. These two pages are to be placed immediately before the Research Plan and are not included in the page total for the Research Plan. This response must indicate the number of times the extramural application was submitted, and it must include the review score for the extramural application if the application were made to an agency that is known to provide priority scores or similar ratings. This information is necessary for the reviewers to be able to evaluate the likelihood of future funding. The response must also indicate how interim funding will help the investigator address the concerns expressed in the review. Please be specific; what aspect of the original application would be addressed using CMRF funding? CMRF Bridge Funding is not intended to keep a project active until other funds become available. CMRF Bridge Funding is to be used to respond to concerns raised by extramural reviewers.

Research Plan

The Research Plan must not exceed 10 pages. No exceptions to these page limits will be made. Any application that exceeds these limits will be returned without review and without appeal. It is recommended that the Research Plan be prepared in the style of an NIH research proposal. The Research Plan should include the following sections: Specific Aims (A), Background and Significance (B), Preliminary Studies (C), Methods and Research Design (D). Immediately following the Research Plan, include Human Subjects (E; two-page maximum), Vertebrate Animals (F; two-page maximum),

Bibliography

The Bibliography should begin on a new, separate page and must not exceed two pages. The font must be Ariel, Helvetica, Palatino Linotype or Georgia, at least 11-point. Margins in all directions must be at least one-half inch. No exceptions to these page limits will be made. Any application that exceeds these limits will be returned without review and without appeal.

Consortium/Contractual Arrangements (if applicable; no page limit).

Follow NIH instructions for Consortium/Contractual Arrangements; include letter indicating the nature of the Consortium/Contractual Arrangements and agreements between all parties.

Appendices

This section should be used for the following items if applicable:

1. Abstracts for currently funded research and pending applications for all named personnel
2. Reviews from extramural funding agencies
3. Publications and Manuscripts (see below)

Publications and Manuscripts

Applicants may include PDF copies of no more than three published papers or manuscripts that describe research that they have performed that is related to the proposed work. These papers should be included in the appendix material as a portion of the complete application, and must be in PDF format. Please note, however, that reviewers are under no obligation to read these articles.

IRB, IACUC, IBC, ESCRO, and CORID Approvals

Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Embryonic Stem Cell Research Oversight Committee (ESCRO), or Committee for Oversight of Research Involving the Dead (CORID) approvals for the proposed research need not be included in the CMRF application. However, due to the relatively short period between award notification and release of funds (approximately 4 weeks), applicants are strongly encouraged to prepare the requisite protocols for submission and approval well in advance of the CMRF award date (usually July 1). *In order for a CMRF award to be made, OORHS must have copies of protocols and approvals from all of the relevant University regulatory agencies.* Failure to supply approved protocols to the OORHS will result in delay of funding.

Submission Process

Complete CMRF applications must be submitted electronically, in PDF format, by 11.59 pm, Monday, January 11, 2010. No exceptions to this deadline will be made and no supplementary materials will be accepted after the deadline. A complete application consists of two PDF files; one containing the full application, including the abstract, and the other containing the abstract only. Applications should be sent to sac32@pitt.edu.

Resubmission of a Previous CMRF Application

A resubmission of a previously unfunded CMRF application must include copies of the previous reviewers' comments inserted before the revised Research Plan and a brief (one page maximum) introduction to the Research Plan, summarizing the relevant changes or revisions made in response to the reviewers' comments. This Introduction is not included in the page total for the Research Plan. Use italics in the body of the Research Plan or vertical lines in the margins to indicate where significant changes to the original application have been made.

Submission of an Extramural Application to CMRF

Applications previously but unsuccessfully submitted to an extramural funding agency (*e.g.*, NIH, NSF) may be reformatted and submitted to CMRF. If the applicant makes reference to the previous submission, he or she is strongly encouraged to provide a copy of the critiques, in addition to a response (one page maximum) that addresses the reviewers concerns, as an appendix. This is optional, but CMRF reviewers may disregard any reference to previous critiques of the submitted application if copies of the reviews are not included.

For more information, please contact:

Ms. Selena A. Crawford
CMRF Coordinator

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3550 Terrace Street
Pittsburgh, PA 15261
sac32@pitt.edu
(412) 648-2233

Pre-review Process

The staff of OORHS will perform a preliminary evaluation of all submitted applications to ensure adherence to CMRF policies and instructions. Applications deemed incomplete or those not following directions outlined in the CMRF Grant Application Instructions or not in accord with the CMRF policies will be returned without review or appeal. There will be no opportunity for applicants to provide supplementary materials after the stated deadline, with the exception of IRB, IACUC, and/or IBC approvals. **There will be absolutely no exceptions to this policy.**