

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

New Investigator Grant Application Instructions

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

General Eligibility Requirements

The New Investigator awards are intended to provide funds for relatively junior, independent scientists at the University of Pittsburgh Schools of the Health Sciences to develop hypotheses, preliminary data and methods necessary to successfully compete for extramural funding. Eligibility for CMRF funding is restricted to faculty at the Assistant/Research Assistant Professor level. In rare circumstances, individuals at the level of Associate Professor may be eligible to apply, but *only* if the applicant can demonstrate that he or she has recently commenced independent research. 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 health relevance will be an important criterion in evaluating applications. Post-doctoral researchers, instructors, and previous recipients of CMRF funding are not eligible to apply.

Definition of “New Investigator”

A New Investigator is a researcher who has not received a significant nationally competitive research grant as a principal investigator from a government agency or private foundation. Typically, an award that includes more than \$25,000 for research supplies is considered significant. Applicants with awards that provide salary support in excess of \$25,000 and no funds for supplies, technical personnel, and equipment may apply for the CMRF New Investigator award. An exception to the “no significant award” policy may also be made for individuals who received funding while holding a position no higher than Assistant Professor (or equivalent) at a foreign institution. Specifically, foreign-sourced funding which is not portable to the United States and for which there is limited ongoing activity on the part of the CMRF applicant is not considered significant for the purposes of New Investigator status.

New Investigator Status and NIH K Awards

Investigators who have received NIH career development or similar awards (*e.g.*, K01, K08, K23) that provide salary support and limited funds for supplies, technical personnel, and equipment may be eligible to apply for a CMRF New Investigator award if the proposed studies have a research focus distinctly different from, albeit possibly related to, that of the K award. K award recipients must include the abstract of the K application as an appendix to their CMRF application, and on the Summary Page (see below) of the CMRF application they must explain the specific differences between studies funded by the K award and work proposed in the CMRF application.

Applicants completing projects supported by other K awards (*e.g.*, K18, 25, *etc.*) are encouraged to contact the CMRF Coordinator at the Office of Research, Health Sciences to discuss eligibility.

Please direct any questions regarding New Investigator award eligibility to Ms. Selena Crawford, CMRF Coordinator, Office of Research, Health Sciences (OORHS) at sac32@pitt.edu or by telephone at (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. CMRF-specific Summary page
5. Abstract Page (PHS 398, form page 2) - Submit as a separate PDF file.
6. Abstract Page (PHS 398, form page 2) - Submit again, but incorporated into the full application.
7. CMRF-specific Table of Contents
8. Budget, including budget justification (PHS 398, form pages 4 & 5)
9. Biographical Sketch(es) for PI and all co-investigators (PHS 398 form page)
10. Other Support Pages for PI and all co-investigators (PHS 398 format)
11. Research Resources and Facilities (PHS 398 form page)
12. Reviewers' Comments (If the application is a resubmission of a previous CMRF Application)
13. Introduction to revised Research Plan (If application is a resubmission of a CMRF Application; PHS 398 continuation page)
14. Research Plan (PHS 398 continuation page(s))
15. Bibliography
16. Consortium/Contractual Arrangements (if applicable)
17. Appendices

CMRF-specific Checklist

Please indicate all appropriate documents enclosed in the application on the checklist.

CMRF Face Page

The CMRF Face Page must be printed, signed by the principal investigator (applicant) and the principal investigator's immediate supervisor. 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 Summary Page

If the provided spaces are insufficient, one additional page (PHS 398 continuation page) may be included for each section.

If applicable, this section should be used to address the following:

- a. **Ongoing Research.** If the CMRF application represents a request for funds to extend an ongoing project into a new direction, it is essential to specify clearly how the proposed project differs from the ongoing research.
- b. **Investigator Independence.** If the applicant works in the laboratory of a senior investigator, he or she must clearly indicate how CMRF funding will be used to support an independent research program, and how the proposed research differs from ongoing activities in the senior investigator's laboratory. CMRF funds are not intended to fund either the research or personnel of the senior investigator. Rather, the proposed research must be a readily portable project capable of establishing the applicant as an independent researcher at the university. (Please note: other support information and abstracts for active and pending grant applications of the senior investigator must be included in the Appendix.)

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. An applicant who is currently a recipient of a mentored career development award (*e.g.*, K12, K23, *etc.*) may subsume the effort devoted to his or her project under the career development award as long as this project proposed is consistent with the career development award. Please contact the CMRF Coordinator for verification of the eligibility to subsume effort related to this announcement.

CMRF 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 24 months.

Biographical Sketches/Other Support Pages

PHS 398/NIH-format Biographical Sketches and NIH-format Other Support pages must be included for the principal investigator, each named co-investigator, and any other key personnel. In addition, applicants working within the laboratory of a more senior investigator must include Other Support pages for that investigator, even if he or she is not listed as a co-investigator on the CMRF project.

In situations where a budgetary or scientific overlap exists, or may exist, between the CMRF application and the current and pending support of the applicant or co-investigators, the applicant must state his or her proposed action for resolution of the overlap if both grants are awarded. If there is no such overlap, clearly state the differences between the funded research and that proposed in the CMRF application.

If any individual, including the principal investigator, has no other support, this should be stated explicitly in the Other Support page. Abstracts of current grants and pending applications for each named individual should be included as Appendices.

Research Plan

The Research Plan should be prepared in the style of the current NIH research application (prior to Jan. 25, 2010), containing the following sections: (A) Specific Aims, (B) Background and Significance, (C) Preliminary Studies, (D) Methods and Research Design. Sections A-D should not exceed 10 single-spaced pages. Immediately following the Research Plan, include Human Subjects (E; two-page maximum), Vertebrate Animals (F; two-page maximum), Bibliography (G; two-page maximum), and Consortium/Contractual Arrangements (no page limit). 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. Text in figures, charts, tables, legends or footnotes may be smaller in size, but no smaller than 9-point, and must be in black type and readily legible.

Any application that exceeds the stated page limits or does not conform to the font size/margin guidelines of PHS398 will be returned without review and without appeal.

Consortium/Contractual Arrangements (if applicable)

Follow NIH instructions for Consortium/Contractual Arrangements; there is no page limit. It is recommended that you 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. Letter of Departmental Support (see below)
4. Publications and Manuscripts (see below)

Appendix: Letter of Departmental Support

A letter of departmental commitment to the career development of the applicant from the applicant's department chairperson must be included as an appendix, and demonstration of this commitment will be one of the criteria used in evaluating the application.

Additional letters of support, *e.g.*, from a division chief, may be included. However, letters from division chiefs, research directors, or laboratory supervisors will not be accepted in lieu of a departmental chairperson's letter of support.

Appendix: 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:

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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. There will be absolutely no exceptions to this policy.