



## REQUEST FOR CTSC SEED FUNDING APPLICATIONS

**APPLICATIONS DUE BY 5:00 PM ON MONDAY FEBRUARY 13, 2012**

**EARLIEST ANTICIPATED START DATE – JUNE 1, 2012**

### PILOT AWARD

**\$50,000 (direct costs)  
per year for two years**

#### Funding Period

**Year 1: June 1, 2012 – May 31, 2013**

**Year 2: June 1, 2013 – May 31, 2014**

**Objective** – To create opportunities for translational team research across disciplines and institutions, and between basic and clinical scientists and the community.

### PLANNING AWARD

**\$10,000 (direct costs)  
for one year**

#### Funding Period

**June 1, 2012 – May 31, 2013**

**Objective** – To assist in the development of novel research ideas leading to studies with an inter-disciplinary and inter-institutional focus, ultimately eligible for pilot funding.

### COMMUNITY ENGAGEMENT AWARD

**\$20,000 for one year**

**Funding Period – June 1, 2012 – May 31, 2013**

**Objective** – To foster research proposals and collaborations focusing on community engagement which have a direct relevance to community health concerns.

#### All Seed Funding Award Proposals Must Have:

- A minimum of two Principal Investigators (a Lead/Contact PI and at least one Co-PI)
- Representation by Key Personnel with salaried primary appointments from at least two separate CTSC partnering institutions (<http://weill.cornell.edu/ctsc/>). Participation of investigators from other institutions with CTSA grants is permissible, but they do not count towards the above requirement
- Representation from multiple disciplines with a preference for representation from both basic and clinical disciplines for pilot and planning awards.
- No current external funding from other sources (see “Eligibility” below)

#### In Addition: Pilot and Planning Award Proposals Must Have:

- Translational focus (**near-term** potential to translate into patient-oriented research, exploratory clinical trials, or community-oriented studies). NOTE: Priority is given to proposals involving disciplines **outside** biological sciences, e.g., computer science, imaging, chemistry, mathematics, informatics, engineering

**In Addition: Community Engagement Award Proposals Must Have:**

- Strong community focus in a community setting
- Clear goal of facilitating the transfer of evidence-based practice into a community health setting
- Goal of fostering collaboration between the community and CTSC institutions and affiliates
- Emphasis on comparative effectiveness research and health disparities research

**Eligibility**

- Junior faculty (Instructor or Assistant Professor or equivalent rank within their institution)
- Residents on a research track, senior fellows in their research year, postdocs, or graduate students with a clearly-identified faculty mentor(s)
- Senior investigators (Associate Professor and above) must clearly describe in their Research Plan how their proposal represents a new research direction for them or is a novel derivative of their research
- Nurses, DVM, DO, DDS, DMD, or DPT
- A PI or Co-PI may not receive more than one seed funding award in a two-year period
- An investigator can only serve as mentor on two applications (includes Seed Funding and CTEP Awards)
- Proposals can have no other current extramural funding. It is permissible to submit proposals with pending extramural applications, but dual funding of identical proposals will not be allowed.
- Only one re-submission for each application is allowed, and re-submitted applications must address the previous critique(s). Simply changing/switching PIs or Co-PIs or adding an institution without substantive changes to the project does not make the project a new submission.

**Review Criteria**

Upon submission in the CTSC electronic protocol authoring and review system (ePAR), your application undergoes review; please click [here](#) for information on review criteria.

**TO START YOUR APPLICATION PROCESS**

**GO TO → "[Notification of Intent to Submit an Application](#)"**

This will register your intent to submit an application. After submitting this form, you will be instructed on how to proceed with your application using the CTSC’s Web-based application system (ePAR). When completing your ePAR application, refer to the checklist below.

**APPLICATION INSTRUCTIONS & CHECKLIST**

**ALL APPLICATIONS DUE BY 5PM ON MONDAY FEBRUARY 13, 2012.**

APPLICATIONS MUST COMPLY WITH ELIGIBILITY AND SUBMISSION REQUIREMENTS. MISSING DOCUMENTS OR INFORMATION WILL DISQUALIFY YOUR APPLICATION FOR REVIEW.

**FOR WCMC-SALARIED STAFF → AN ELECTRONIC ROUTING FORM (ERF) IS NOT REQUIRED PRIOR TO APPLICATION SUBMISSION. IF YOUR PROJECT IS SELECTED FOR FUNDING, THE ERF WILL BE REQUIRED BEFORE FUNDS CAN BE RELEASED TO YOU.**

**Checklist for Application Submission (at time of initial submission) (all applications)**

A. Required Sections in ePAR	Completed
1. Protocol Summary Page (COMPLETE ALL FIELDS)	<input type="checkbox"/>
2. <a href="#">Biographical Sketches</a> - Upload as individual PDF files for all investigators and mentors; note the	<input type="checkbox"/>

<a href="#">new NIH biosketch format</a> is required.	
<b>B. Required Supporting Documents in ePAR (upload as PDF attachments)</b>	
<p>1. Research Proposal – One PDF file with a maximum length of (3) single-spaced pages using no smaller than 11 pt Arial font. The proposal must include the following sections:</p> <ul style="list-style-type: none"> <li>• Hypothesis and Specific Aims</li> <li>• Scientific background, citing appropriate references</li> <li>• Significance of research (relating specific aims to future studies to be generated) and importance of funding to feasibility of the project</li> <li>• Research Plan (research team to be involved, study population if appropriate, methods, statistical analysis)</li> <li>• Description of how CTSC Seed Funding will prepare the PI(s) to seek external support</li> <li>• Timetable for potential submission of grants for extramural support</li> <li>• References and supporting tables/figures may be submitted on 2 to 3 additional pages</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>2. Letters of Collaboration/ Support – Required from all investigators and other key personnel; letter should describe in detail the individual’s planned role in project. If a fellow, resident, postdoc or instructor is Lead/Contact or Co-PI, a letter from their divisional and/or department head guaranteeing protected time for the applicant to complete the project is also required.</p>	<input type="checkbox"/>

## AWARD NOTIFICATION

**Earliest anticipated award date – June 1, 2012**

By May 2012, the applicant will be notified via email whether the proposal will be funded. At that time, the applicant must complete the PHS-398 package as well as other required regulatory and compliance documents within 30 days ([click here](#) for a listing of required post-award documents). Funding is contingent upon submission of this information and failure to do so will result in disqualification.

Upon receipt of all required post-award documents, the CTSC will prepare an award agreement. Once the award agreement is signed by the appropriate institutional business official(s), WCMC Grants and Contracts will review and sign the agreement and notify the CTSC that funding can be released.

### **Budget Notes**

- No external funding from other sources can support this proposal
- Items not allowed: 1) Capital or depreciable equipment over \$2500; and 2) Computer hardware (laptops, desktops, etc.)
- Supplies are allowed only if they are of a consumable nature and directly related to the CTSC seed funding project. In addition to consumable, directly related supplies, funding can be used for personnel support, meetings, conferences, travel, or costs associated with generating/purchasing data sets.
- Funding requests for travel and/or other supplies must be directly related to the project and be clearly outlined in the budget justification

### ***For a fast start on spending your award funds:***

No expenditures related to human subjects or animals will be permitted until the CTSC is provided with a copy of the official IRB/IACUC letter of approval, including consent forms or any other requested related documents. Investigators are **strongly encouraged to submit IRB and/or IACUC protocols early** in order to avoid significant delays in project initiation. Applicants must also be current on institutional compliance regulations.