



Clinical & Translational Science Center

A Multi-Institutional Consortium

Cornell University, Ithaca

Cornell University Cooperative Extension, New York City

Hospital for Special Surgery

Hunter Center for Study of Gene Structure and Function

Hunter-Bellevue School of Nursing

Memorial Sloan-Kettering Cancer Center

Weill Cornell Medical College

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Research Awards for Translational and Cross-disciplinary Planning Studies **WCMC Clinical and Translational Science Center (CTSC)** **Application Guidelines**

Purpose: To develop novel research ideas that have an inter-disciplinary and inter-institutional focus, leading to further studies that would be eligible for pilot funding.

Funding for Planning Studies

- Up to \$20,000 per year
- Period of funding: August 1 – May 31, 2009

PROPOSAL DUE DATE: June 20, 2008

Eligibility

- Junior faculty (instructor or assistant professor)
- Residents/Fellows with faculty mentor
- Senior investigators proposing new initiatives
- No P.I. may have two concurrent CTSC awards
- No investigator may be named on more than one application

Proposals Must Have

- A minimum of two Co-Principal Investigators, representing different disciplines; NIH definition of different disciplines would have priority (areas outside biology, e.g., computer science, imaging, chemistry, mathematics, informatics, engineering)
- Representation from at least two CTSC partnering institutions on the team (Weill Cornell Medical College and Graduate School of Medical Sciences, Cornell Ithaca, Memorial Sloan Kettering Cancer Center, Hospital for Special Surgery, Hunter College School of Nursing, Hunter College Gene Center, Cornell Cooperative Extension)
- Team Orientation
- Translational focus (pre-clinical studies that have potential to translate into patient oriented research, exploratory clinical trials, community-oriented studies)
- No funding from other sources for this proposal

Priorities receiving special consideration are novel research in:

- Clinical and Translational Methodologies – Projects aimed at improving research methods and/or incubating novel technologies to streamline and accelerate multidisciplinary clinical and translational research that is trans-institutional and team oriented
- Community-Based Studies – Research aimed at addressing the health needs of medically underserved populations and projects seeking to directly impact health outcomes in the community
- Pediatric Studies – Projects focused on the diseases, disorders and development of children
- Women's Health – Projects focused on the diseases and disorders affecting women

- Biostatistical Methodology and Design – biomedical engineering, health outcomes, informatics, and research ethics.

A training component for Residents/Fellows is also a priority. Supporting documentation includes: (1) Merit of the candidate's career development plan outlining commitment of a substantial portion of academic time devoted to clinical and translational research; and (2); Letters of recommendation from the research mentor and division/ department head providing evidence that the department/division will ensure protection of time for the candidate's research project.

Application Requirements:

- All applications are to be submitted via the CTSC Electronic Protocol Authoring and Review (ePAR) system <https://gcrd13.ctsc.med.cornell.edu/webcamp/SourceCode/Login.cfm>. If you are a new user of this system and need help, contact Rita Falbel, rfalbel@med.cornell.edu.
 - When you initially log in to ePAR, you will need to choose the application type configured for your study type (i.e., Planning-Animal, Planning-Basic Science, Planning Clinical plus Animal, Planning Clinical plus Basic, Planning-Purely Clinical).
 - Complete all fields in subsequent screens; you will be notified by email when your password has been approved and you can begin to complete the application.
- Sections of ePAR to be completed:
 - Summary Page
 - Research Proposal (see #1 below)
 - One **Single** PDF file uploaded into ePAR in the Supporting Documents section that includes, Budget, Budget Justification and other required documentation (see #2 below).
 - Biographical Sketches section – upload Biographical sketches for all investigators and mentors

1. Research Proposal (Word document uploaded into ePAR in the Supplementary Documents section under Required Documents) limited to one single-spaced page (no smaller than 11 pt Arial font) to include:

- Scientific background for the study, citing appropriate references of work in the area by the investigator(s) and others
- Significance of the research (relating specific aims of future studies to be generated) and importance of funding to feasibility of the project
- Research Plan (proposed research team, hypothesis, specific aims)

References and supporting tables/ figures may be submitted on 2 to 3 additional pages

2. PDF file uploaded into the Supporting Documents section under Required Documents to include:

A. Letters, Future Funding Plan and Junior Faculty Documentation

- Letter(s) from collaborators indicating participation and role(s)
- Description of how funding will allow the candidate to apply for pilot funding based on the plan
- Additional Documentation for Junior Faculty
 - Candidate's career plan
 - Letters of recommendation from the applicant's research mentor and divisional or department head. The letters should describe how the applicant will be supported by the mentor and divisional or department head, with specifics on the applicant's protected time available for completion of the project.

B. Budget in PHS 398 form

- Form Page 4: Detailed Budget for Budget Period
(<http://grants.nih.gov/grants/funding/phs398/fp4.pdf>)

C. Detailed Budget Justification; the following guidelines apply:

- a. Personnel: In addition to role on project, percent effort, salary for each person listed on the project, specific responsibilities should be listed.
- b. The award may be used for direct research planning costs not covered by resources available through the CTSC such as:
 - Laboratory supplies
 - Partial salary support for investigators
 - Reimbursement to research subjects for their participation (e.g., travel, meals).
The CTSC does not permit the purchase of gifts or gift cards as compensation.
- c. The award may *not* be used for:
 - Salary for administrative support, such as a secretary
 - Telephone services not directly related to the project
 - Alteration or renovations of physical space such as offices or labs
 - Purchase of office, computer or laboratory equipment
- d. Items listed in section labeled “Other” must be described in detail.

Please Note:

Budget may not include capital or depreciable equipment; only consumables allowed.

**Questions: please contact Angelica Cardona, CTSC Financial Specialist,
anc2041@med.cornell.edu**

C. Other Documentation

- Other Support page for all investigators. See <http://grants.nih.gov/grants/funding/2590/2590othersupport.pdf>
- Completed and signed “Research Application Routing Form” available at: http://www.med.cornell.edu/research/for_pol/grant_con.html

The Translational Research Advisory Committee will make the final awards decision based on the needs and merits of each project.

Questions, please email: ctsc_planning@med.cornell.edu