



## REQUEST FOR CTSC SEED FUNDING APPLICATIONS

APPLICATIONS DUE – FRIDAY MAY 1, 2009

EARLIEST ANTICIPATED START DATE – JULY 1, 2009

### PILOT AWARD

\$50,000 per year for two years

#### Funding Period

Year 1: July 1, 2009 – June 30, 2010

Year 2: July 1, 2010 – June 30, 2011

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

### PLANNING AWARD

\$20,000 for one year

#### Funding Period

July 1, 2009 – June 30, 2010

**Objective** – To develop research ideas leading to studies with an inter-disciplinary and inter-institutional focus, ultimately eligible for pilot funding.

#### Proposals Must Have

- A minimum of two Co-Principal Investigators
- Representation from at least two different disciplines (e.g., Clinical and Basic) NIH definition of different disciplines have priority (areas **outside** biology, e.g., computer science, imaging, chemistry, mathematics, informatics, engineering)
- A minimum of two CTSC partnering institutions;
- Translational focus – pre-clinical studies that have **near-term** potential to translate into patient oriented research, exploratory clinical trials, or community-oriented studies

### COMMUNITY ENGAGEMENT AWARD

\$20,000 for one year

Funding Period – July 1, 2009 – June 30, 2010

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

#### Proposals Must Have

- Strong community focus in a community setting
- Facilitate the transfer of evidence-based practice to have a positive impact on community health
- Representation from at least two CTSC partnering institutions and from different disciplines preferred
- Foster collaboration between the community and CTSC institutions

**Eligibility**

- Junior faculty (instructor or assistant professor)
- Residents on a research track and senior Fellows in their research year with a faculty mentor
- Senior investigators (associate professor and above) must propose a new research direction or a novel derivative of their research
- Nurses
- No PI may have two concurrent CTSC awards and no investigator may be named on more than one application
- A senior investigator may serve as mentor on no more than two applications
- PI, Co-PI, or Co-I cannot have existing funding support for the proposal

**TO START YOUR APPLICATION PROCESS**

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

**This will register your intent to submit an application. Shortly after submitting this form, you will be notified by email with information on how to proceed with your application using the Web-based ePAR system. When completing your application in ePAR, please refer to the checklist below.**

**APPLICATION INSTRUCTIONS & CHECKLIST**  
**ALL APPLICATIONS DUE BY MIDNIGHT FRIDAY MAY 1, 2009.**

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

**Checklist for Application Submission**

<b>A. Mandatory Requirements – Fill out all fields.</b>	<b>Completed</b>
1. Protocol Summary Page	<input type="checkbox"/>
2. Percent Effort Table	<input type="checkbox"/>
3. Resources/ Services Requested	<input type="checkbox"/>
4. Biographical Sketches - Upload as individual PDF files for all investigators and mentors	<input type="checkbox"/>
<b>B. Supporting Documents – Required Attachments; upload all documents as PDF.</b>	
1. CTSC Data and Safety Agreement	<input type="checkbox"/>
2. Research Proposal – One PDF file of (3) single-space pages maximum with no smaller than 11 pt Arial font in the following order	
• Hypothesis and Specific Aims	<input type="checkbox"/>
• Scientific background, citing appropriate references	<input type="checkbox"/>
• Significance of research (relating specific aims to future studies to be generated) and importance of funding to feasibility of the project	<input type="checkbox"/>
• Research Plan (research team to be involved, study population if appropriate, methods,	<input type="checkbox"/>

<p>statistical analysis, etc.)</p> <ul style="list-style-type: none"> <li>• Description of how seed funding support will allow the PI 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"/>
<p>3. <b>398 Package</b> – Submit a package for each site reflecting only its portion of the budget; submit (1) bookmarked PDF file with the 398 package of the PI first followed by investigators from the other institutions. The individual package should include in the following order</p> <ul style="list-style-type: none"> <li>• Form Page 1: <b>Signed</b> Face Page</li> <li>• Form Page 2: Abstract and site location for all participating institutions</li> <li>• Form Page 3: Key personnel</li> <li>• Form Page 4: Detailed Budget for Initial Budget Period Form</li> <li>• Detailed Budget Justification</li> <li>• Other Support pages for all investigators.</li> <li>• <b>For WCMC investigators</b> – Completed and signed Research Application Routing Form</li> <li>• <b>Include all WCMC personnel receiving salary support on the Routing Form</b></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>4. Letters of Collaboration/ Support – Required from Co-PIs, Co-I and other key personnel; letter should describe in detail role in project</p>	<input type="checkbox"/>
<p><b>C. Supporting Documents – Other Attachments</b>  <b>Upload as individual PDF files using the name and in the order indicated here.</b></p>	
<p>1. IRB/ IACUC Approval Document – If applicable. Upload now if the protocol is already approved. Otherwise upload once protocol is approved. This document is required for study initiation and relevant funds release.</p>	<input type="checkbox"/>
<p>2. IRB/ IACUC Application – If applicable. Upload now if the protocol is already approved. Otherwise upload once protocol is approved. This document is required for study initiation and relevant funds release.</p>	<input type="checkbox"/>
<p>3. Consent and/or Assent forms – Human subject studies only. Approved forms preferred; however, non-stamped forms will be accepted. Stamped approved forms are required for study initiation and relevant funds release.</p>	<input type="checkbox"/>
<p>4. Documentation for Junior Investigators</p> <ul style="list-style-type: none"> <li>• Description of the candidate’s career plan</li> <li>• Letters of recommendation from the applicant's research mentor describing how the applicant will be mentored</li> <li>• Letter from divisional and/or department head guaranteeing protected time for the applicant to complete the project</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

**\*\* Budget Notes \*\***

**No funding from other sources can support this proposal.  
Capital or depreciable equipment over \$2500 not allowed.  
Only supplies of consumable nature are allowed.**

## **Review Criteria**

Upon submission in ePAR, your application undergoes review based on [several criteria.](#)

## **AWARD NOTIFICATION**

**Earliest anticipated award date – July 1, 2009**

The PI will be notified via email. This will be followed by a formal award letter of agreement with regulatory and compliance requirements. Once the additional information is submitted and the agreement is signed by the PI and appropriate institutional business official(s), WCMC Grants and Contracts will review and sign the agreement and notify the CTSC that funding can be released.

### **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. 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.

## **Questions?**

**Email: [ctsc\\_pilot@med.cornell.edu](mailto:ctsc_pilot@med.cornell.edu)**