

Request for Applications
CTSC Core Utilization Pilots
Funded by CTSC Institutional Partners

<p>Purpose of “Core Utilization Pilots”</p>	<p>This pilot program supports investigator use of and familiarity with CTSC Core operations and personnel in anticipation of this resulting in applications for extramural funding using CTSC resources. Ideal uses may be to run tests on samples already collected, Appropriate proposals would address value and plan for data use, build cross-disciplinary collaborative programs, develop enabling technologies, new therapeutic, diagnostic or outcomes assessment approaches and/or devices, basic researcher/clinical researcher collaborations, and/or promotion of research in the community.</p> <p>The pilot data gained must be clearly intended for a subsequent grant application to a larger source of federal or non-federal support. Therefore, the PI must be eligible to submit such an application.</p> <p>Funding priority is given to projects that address more than one of the following:</p> <ul style="list-style-type: none"> • Direct clinical and translational problems • Inter-institutional collaborations (CWRU, CC, UHCMC, MHMC, VA) • Inter-disciplinary collaborations • New investigators, trainees, K and T awardees • Mentor/protégé collaborations (Sr/Jr investigator teams) • Clear plans for extramural submissions
<p>Principal Investigator Credentials</p>	<p>Case Western Reserve University (CWRU), Cleveland Clinic (CC), University Hospitals Case Medical Center (UHCMC), MetroHealth Medical Center (MHMC), CWRU School of Nursing, CWRU School of Dental Medicine and the Louis Stokes Cleveland VA Medical Center (VA) are supporting this program. Primary Investigators whose primary appointments are based at these sites are eligible for this competition.</p> <ul style="list-style-type: none"> • PI must have a faculty appointment at CWRU, CC, UHCMC, MHMC or VA and must be eligible as principal investigator to submit an application to a larger source of federal or non-federal support. • Preference will be given to K awardees, junior investigators and investigators undertaking a new direction in their work. Investigators who are well-funded and working in their main line of work need not apply. • Only one investigator can be named as PI. Additional collaborating investigators will be named co-investigators. • The institution of record for a proposal is the PI’s primary institution.
<p>Maximum Award Request</p>	<p>Funds for the Core Utilization Grant are provided directly to the awardees by The CTSA partner institutions. The institution providing the funds will be the PI’s primary institution.</p> <ul style="list-style-type: none"> • Funds can only be spent in an eligible Core facility. Budget requests for anything other than core use are non-allowed and will be denied. A list of eligible Cores Services may be found on the CTSC website • Support can be any amount up to a maximum of \$10,000. • Detailed budget of core services and budget justification. Details must include costs per unit and number of units needed and/or cost per hour and number of hours required. Applications lacking sufficient budgetary detail will be returned to the applicant. If a project requires funds for other than core-use-costs, the investigator will need to seek other funding sources. Institutions, departments or investigators may match funding or provide additional funds.
<p>Project Length</p>	<p>Proposed projects must be completed within six months of the awarded date.</p>
<p>Submission Method / Submission Deadlines</p>	<p>Applications are to be submitted electronically through WebGrants no later than 11:59 pm on the submission date (April 1st, August 1st, or December 1st or the following Monday if the deadline falls on a weekend). Please visit the website for details: http://casemed.case.edu/ctsc/researchers/tools.cfm</p> <p>See “How to Use WebGrants” section at end of this document.</p> <p>Submission must be made by the PI or on behalf of the PI. Submissions made under anyone else’s name will not be accepted.</p>

Completeness of Application / Proposal Requirements	<p>Complete applications are submitted electronically via WebGrants and must include:</p> <ul style="list-style-type: none"> • A short summary of the work in lay language. The summary should be 5-10 sentences (1000 character limit) and present the essential elements of the proposal. Think of this as your “quick pitch” of the proposed work to the committee. • Contact information for the PI and all co-Investigators • NIH biosketch of the PI and all co-Investigators • eRA commons username of the PI (either in NIH biosketch or WebGrants account) • Other Support of PI and co-Investigator(s) • Active IRB/IACUC approval letter, if IRB/IACUC is required for your study • <u>Detailed</u> budget of Core services and budget justification. Details must include costs per unit and number of units needed and/or cost per hour and number of hours required. It is preferable for the applicant to provide a letter, when available, from the Core detailing their fees as they pertain to the proposed research. Applications lacking sufficient budgetary detail will be returned to the applicant. • A letter documenting the applicant’s consultation with the core director or his/her designee for each core utilized must accompany the application. This is to assure that the core can provide the needed service, and in a timely manner. • One-page application (based on Arial, font 11, ½” margins) is to be entered directly into the Project Summary form of the WebGrants system. Applications attached as a PDF file to the Appendix section will be returned to the applicant for revision. The application will: <ul style="list-style-type: none"> ○ Describe the background, study hypothesis, design, expected results, expected timeline and feasibility. The feasibility questions are: <ul style="list-style-type: none"> ▪ Are the samples (data) already in hand, or do they need to be collected? ▪ If the pilot data are successful, list any impediments to proposing a subsequent study (e.g., are there a sufficient number of subjects, is there sufficient capacity in CRU or core facilities to handle it, etc.)? ▪ To which funding agency will an application for a larger study be submitted? ○ Provide justification of use of the CTSC Core(s) ○ Clearly show any inter-departmental, inter-institutional or inter-generational relationships ○ Demonstrate the clinical or translational nature of the research ○ References and figures may be uploaded as a PDF or Word document in the Appendix section of the application.
Reviewer Process	<p>Applications will be reviewed by the Scientific Review Committee (SRC) of the CTSC. When necessary, the SRC will request the input of other researchers on the basis of their background and experience. Detailed reviews will not be provided to the applicant, but a summary and the sense of the comments will be conveyed to all applicants.</p>
Re-budgeting	<p>Funds may be re-budgeted for a different eligible Core only with documented justification and approval by the CTSC Executive Director. Budgeted Pilot funds may never be transferred to another Pilot project, activity account or research project.</p>
Multiple Awards	<p>Any number of applications may be submitted listing an investigator as PI or co-investigator. However, an applicant may only receive one award per review cycle as principal investigator or co-investigator</p>
Completion of Project	<p>At the close of a project, the PI must submit a report summarizing the results of the project and list of plans for publications, presentations and submission for external grant applications. Failure to provide this completion report will disqualify the PI for future awards. Updates on publications and extramural funding will be required as necessary.</p> <p>If the pilot study is successful, it is expected that further studies using the Core facilities will be written into extramural grant applications and further use of Core facilities will be supported from external funds.</p>
No-cost Extension	<p>Proposed projects are expected to be accomplished within six months of award date. Requests for no-cost extensions are not encouraged. However, if the delay is well-justified and a new timeline for project completion can be set, a request may be submitted in writing to the CTSC-Pilot-Coordinator@case.edu who will forward it to leadership for review and consideration.</p>
Citation Policy	<p>All pilot award recipients must agree in writing to cite the CTSC award on all publications resulting from funds provided from the CTSC to the investigator making it possible to publish. Please include the following text: "This publication was made possible by the Case Western Reserve University/Cleveland Clinic CTSA Grant Number UL1 RR024989 from the National Center for Research Resources (NCRR), a component of the National Institutes of Health and NIH roadmap for Medical Research. Its contents are solely the responsibility of the authors and do not necessarily represent the official view of NCRR or NIH."</p>

Change of Principal Investigator / PI Leaving	A change of PI may be formally requested. Award transfer to another institution is not permitted.
Service as a Reviewer	Awardees will be included in a list of researchers to serve as potential reviewers on future CTSC Pilot Grants. Depending upon your specialty and area of expertise, you may be contacted by the Pilot Program Director to review applications.
Use of Application Information	The CTSC will not distribute information about submitted proposals to anyone without the applicant's permission except to the individuals assigned to review the application. However, the CTSC may ask the applicants for permission to use the title of their application and/or the lay summary for promotional purposes. Permission will be obtained in writing and applicants have the right to decline if they so choose. Please contact the Pilot Grant Coordinator with any questions you may have about this.
Public Access Policy	The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.

How to use “WebGrants”

The CTSC uses WebGrants online application software.

If this is your first time using WebGrants, you will need to register online at <http://webgrants.case.edu>. Once you have registered, you will receive an email with your user name and password. **The registration process can take up to 24 hours, so applicants are strongly advised to register for an account as soon as possible. Last minute registrations are NOT guaranteed to be approved prior to the deadline. Extensions of the deadline will NOT be given for late registrants.**

Researchers should start the web-based application process and become familiar with the system **one week prior to the submission deadline.** The application may be saved and edited without submission.

APPLICATION INSTRUCTIONS

- Go to WebGrants (<http://webgrants.case.edu/>)
- Login
- If you are a new user, you will need to register first (see above).
- Click on “Funding Opportunities”
- Click on “CTSC Core Utilization Pilot Grant”
- Click on “Start a New Application”
- Fill in the title of your proposal and **Click on “Save”**
- Click on “Go to Application Forms”
- Complete all forms (can logout and return to complete in multiple sessions). Note: the text of the application must be entered directly into the text field of the Project Summary form in WebGrants. **Applications submitted solely as PDF documents will be returned to the applicant.**
- Once all forms are completed and conform to form instructions, “Submit” your application **no later than 11:59pm on April 1st, August 1st, or December 1st** (depending on which award you are applying to).

Notes:

1. For technical questions related to WebGrants, please contact WebGrants support: webgrants-support@case.edu or call 216-368-4669.
2. For non-technical questions regarding this RFA or your application, please contact the CTSC Pilot Program office: CTSC-Pilot-Coordinator@case.edu or call 216-368-0840.

Examples of possible applications

- An investigator wishes to compare the proteome of CSF in patients with MS before and after a new treatment intervention. She contacts the CWRU Center for Proteomics and Bioinformatics and subsequently applies for support to measure proteomics of the CSF in three normal subjects and three with MS in order to demonstrate feasibility, identification of proteins of interest, and, possibly, a difference between normal and MS patients. The funds will be spent in the CWRU Center for Proteomics and Bioinformatics.

- An investigator wishes to study imaging techniques in brain cancers. He contacts the Imaging Core Facility and applies for funds to conduct two ordinary MRI scans and two with a new imaging agent to demonstrate feasibility, safety, and possible efficacy. Funds will be spent in the Imaging Core Facility.
- An investigator has collected preliminary data on outcomes in prostate cancer and wishes to perform a data analysis to support his request for additional funding of this study. He contacts the BERD Core and then requests the appropriate funds for statistical work, which will be spent in the BERD.

For additional information on translational research, please visit the Pilot Grant Program section of our website: <http://casemed.case.edu/ctsc/cores/pilotgrant.cfm> and select "Translational Research and Pilot Funding" from the Quick Links section on the right hand part of the screen.

The CTSC Pilot Grant Program strongly encourages applicants to contact the Pilot Grant Coordinator with any questions you may have regarding the application process prior to the submission of the proposal. Applications that are incomplete or incorrect will be returned to the applicant for revision.