



# **School of Medicine and Dentistry / School of Nursing**

## **URMC Program of Excellence Award**

### **Center for AIDS Research**

### **Request for Applications**

**APPLICATION DEADLINE: November 22, 2019**

With joint funding from the UR School of Nursing (SON) and School of Medicine and Dentistry (SMD) through the auspices of the URMC Program of Excellence in HIV/AIDS, the UR-CFAR announces the following request for applications.

#### **Purpose**

The purpose of this Program of Excellence RFA pilot funding opportunity is two-fold:

- To support a broad range of highly innovative research projects and pilot studies addressing key gaps in HIV treatment and prevention.
- To support new investigators working in the HIV/AIDS field OR established investigators new to HIV/AIDS research. This funding will provide funding for the development of preliminary data to support an NIH research project grant application.

#### **Eligibility**

- University of Rochester SMD or SON primary appointment faculty below the rank of full professor, or postdoctoral fellow, whose primary field is in HIV/AIDS, but who has not received an NIH R01 award or equivalent as PI/MPI in HIV/AIDS (new investigators working in HIV/AIDS)
- University of Rochester SMD or SON primary appointment faculty below the rank of full professor, or postdoctoral fellow, whose primary field is not in HIV/AIDS, has not received an NIH R01 award or equivalent as PI/MPI in HIV/AIDS, and has enlisted an established HIV/AIDS researcher as Co-I/Mentor on the application (new investigators new to HIV/AIDS collaborating with an established HIV/AIDS researcher)
- University of Rochester Full or Associate Professors with no history of NIH funding in HIV/AIDS research (established investigators new to HIV/AIDS research)

#### **Projects will receive the highest priority if they:**

- Have strong potential for follow-up NIH funding
- Create new collaborations involving multiple disciplines

#### **Awards**

Up to 2 awards in total will be made for a one-year period with maximum funding per application of **\$25,000** in Direct Costs. One award will be made to a PI whose primary appointment is in the School of Medicine and Dentistry and the other award will be made to a PI whose primary appointment is in the School of Nursing. Non-PI key personnel (co-investigators, mentors, etc.) may be from any department, school or institution.

## **Application Instructions**

Applications must be submitted to Laura Enders [Laura\\_Enders@urmc.rochester.edu](mailto:Laura_Enders@urmc.rochester.edu), before or on November 22, 2019, no later than 5 PM. Applicants are encouraged to submit electronically as an attachment in pdf format.

### **Application Requirements:**

- CFAR Proposal Checklist
- CFAR Proposal sign-off form
- Draft Cost Sharing form (signed forms will be required for pilots selected for funding)
- Modified PHS 398 face page (page 4 of these guidelines)
- Abstract
- NIH-format biosketch for PIs, co-investigators and mentors
- Updated Other Support for PIs only
- Research Plan (limited to 3 pages)

*The Research Plan consists of items noted below, as applicable. It should be self-contained and include sufficient information to evaluate the project, independent of any other document (e.g., previous application). Be specific and informative, and avoid redundancies.*

- Specific Aims
- Research Strategy (Significance, Innovation and Approach)
- Protection of Human Subjects
- Vertebrate Animals
- Timeline
- Source of samples or recruitment site(s)

#### Human Subjects and Animals (no limit):

*The Human Subjects and Animals Plan consists of items noted below, as applicable. It should be self-contained and include sufficient information to evaluate the project, independent of any other document (e.g., previous application). Be specific and informative, and avoid redundancies.*

- Protection of Human Subjects
- Vertebrate Animals

#### Plans for Future Funding (limited to 1 page):

- Provide a short outline of how the pilot will develop into a NIH-funded grant. It should include the proposed hypothesis and specific aims intended for a NIH grant application as well as the projected timeline for submission.

#### Data Analysis Plan (half-page limit):

- Provide a brief data analysis plan and identify if bioinformatics support is needed for data collection and management.

#### Mentoring Plan (if applicable):

- Identify a primary mentor and provide a clearly delineated mentoring plan, including frequency and methods. The plan should identify long-term needs and goals in order to establish a successful independent academic career within the next 2 to 5 years.

- Budget (limited to 1 page using PHS 398 Form Page 4, providing a detailed description of supplies and other expenses within the form page):
  - Limited to \$25,000 direct costs.
  - Unless exceptional circumstances, funds may not be used to support faculty salary but the budget must identify the proposed effort.
  - Funds may not be used for travel to professional meetings or equipment.
  - Funds may be used to support research supplies and expenses, travel to collect data and other non-faculty salary.
  - If applicable, identify other sources of support that will be used to complete the pilot project.

- Bibliography

## **Submission and Review Process**

This is an internal competition for joint School of Medicine and Dentistry / School of Nursing Program of Excellence funds. **ORPA review and sign-off is not required but departmental review and approval should be sought through the CFAR sign-off form.** Proposals will be reviewed by a joint SON/SMD faculty committee and will be assigned a priority score in accordance with these categories:

- Significance
- MPIs, Scientific Team & Environment
- Innovation and Multidisciplinary
- Approach
- Responsiveness to the terms of this RFA
- Probability of future NIH funding

A summary of the reviewers' comments will be provided once the review process has been completed

## **Award Process**

CFAR will notify selected investigators via email within 2-3 weeks of the application deadline. Funding will not be released until all UR and NIH regulatory requirements have been met including IRB, IBC and IACUC approvals as applicable. Upon receipt of all required documentation, the CFAR will issue a formal internal Notice of Award.

## **Reporting Requirements**

Approximately 6 months after a Notice of Award has been issued, the PIs will be required to present the status of the pilot project work to the CFAR Steering or Mentoring Committee.

Routine reporting is required of the investigators and should be comprised of a written report, which must include the following:

- Status of the work supported by pilot grant
- Statement regarding resulting grant applications, publications, presentations and inventions
- Update regarding plans for future funding resulting from the project

Awardees may also be asked to present their projects and results at a CFAR sponsored seminar and/or annual World AIDS Day Scientific Symposium.

## **Inquiries:**

CFAR Director – [Steve Dewhurst](#)

CFAR co-Director – [Mike Keefer](#)

Administrator – [Laura Enders](#)

P: 585-273-2939 / F: 585-473-9573

<http://www.urmc.rochester.edu/cfar/>

**Grant Application  
UR Joint SON SMD Pilot  
November 2019 Pilot Application**

1a. TITLE OF PROJECT

2a. CO-PRINCIPAL INVESTIGATOR (SMD)	2b. DEGREE(S)	2c. NEW INVESTIGATOR <input type="checkbox"/> No <input type="checkbox"/> Yes
2d. POSITION TITLE	2e. DEPARTMENT, MAJOR SUBDIVISION (if applicable)	
2f. TELEPHONE TEL ext: Email:	2g. MENTOR	

2a. CO-PRINCIPAL INVESTIGATOR (SON)	2b. DEGREE(S)	2c. NEW INVESTIGATOR <input type="checkbox"/> No <input type="checkbox"/> Yes
2d. POSITION TITLE	2e. DEPARTMENT, MAJOR SUBDIVISION (if applicable)	
2f. TELEPHONE TEL ext: Email:	2g. MENTOR	

3. ADDITIONAL INVESTIGATORS (if applicable)

NAME	DEPARTMENT, MAJOR SUBDIVISION (if applicable)

4a. HUMAN SUBJECTS RESEARCH <input type="checkbox"/> No <input type="checkbox"/> Yes	4b. RESEARCH EXEMPT <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, exemption #
4c. STATUS OF IRB SUBMISSION/APPROVAL <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, review pending <input type="checkbox"/> Not yet submitted	4d. CLINICAL TRIAL <input type="checkbox"/> No <input type="checkbox"/> Yes

5a. VERTEBRATE ANIMALS <input type="checkbox"/> No <input type="checkbox"/> Yes	5b. STATUS OF IACUC SUBMISSION/APPROVAL <input type="checkbox"/> Approved <input type="checkbox"/> Submitted <input type="checkbox"/> Not yet submitted
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6a. BIOHAZARD SAFETY Will the project use any materials that would require IBC approval: <input type="checkbox"/> No <input type="checkbox"/> Yes	6b. HUMAN EMBRYONIC STEM CELL <input type="checkbox"/> No <input type="checkbox"/> Yes
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7a. PROPOSED PROJECT PERIOD	7b. FUNDS REQUESTED	7c. PROPOSED SUBCONTRACT <input type="checkbox"/> No <input type="checkbox"/> Yes
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## Checklist (to be included with proposal):

- Completed CFAR Proposal Packet Checklist indicating submitted items (to be submitted as part of the combined PDF)
- CFAR Proposal sign-off form (see bottom of these guidelines for printable version)
- Draft Cost Sharing form signed by PI and department (fully signed forms will be required for pilots selected for funding). See UR ORPA website for the form. Contact [Laura Enders](#) for more information or a blank form.
- CFAR Grant Cover Sheet - Modified PHS 398 face page
- Abstract
- NIH-format biosketch for PI, co-investigators and mentors
- Updated Other Support for PI's only
- Research Plan (limited to 3 pages):

*The Research Plan consists of items noted below, as applicable. It should be self-contained and include sufficient information to evaluate the project, independent of any other document (e.g., previous application). Be specific and informative, and avoid redundancies.*

  - Specific Aims
  - Research Strategy (Significance, Innovation and Approach)
  - Timeline
  - Source of samples or recruitment site(s)
- Human Subjects and Animals (no limit):

*The Human Subjects and Animals Plan consists of items noted below, as applicable. It should be self-contained and include sufficient information to evaluate the project, independent of any other document (e.g., previous application). Be specific and informative, and avoid redundancies.*

  - Protection of Human Subjects
  - Vertebrate Animals
- Plans for Future Funding (limited to 1 page):
  - Provide a short outline of how the pilot will develop into a NIH-funded grant. It should include the proposed hypothesis and specific aims intended for a NIH grant application as well as the projected timeline for submission.
- Pharmacology Shared Resource Request Sheet (if applicable)
- CFAR Analysis Plan (half-page limit):
  - Provide a brief data analysis plan and identify if bioinformatics support is needed for data collection and management.
- Draft Cost Sharing form signed by PI and department (fully signed forms will be required for pilots selected for funding). See UR ORPA website for the form.
- Mentoring Plan (if applicable):
  - Identify a primary mentor and provide a clearly delineated mentoring plan, including frequency and methods. The plan should identify long-term needs and goals in order to establish a successful independent academic career within the next 2 to 5 years.
- Budget (limited to 1 page using PHS 398 Form Page 4, providing a detailed description of supplies and other expenses within the form page):
  - Applicants can apply for **\$25,000** in direct costs per pilot application.
  - Unless exceptional circumstances, funds may not be used to support faculty salary but the budget must identify the proposed effort.
  - Funds may not be used for travel to professional meetings or equipment.
  - Funds may be used to support research supplies and expenses, travel to collect data and other non-faculty salary.
  - If applicable, identify other sources of support that will be used to complete the pilot project.
- Bibliography

When this proposal has been signed, please call \_\_\_\_\_ Extension \_\_\_\_\_

**UNIVERSITY OF ROCHESTER PROPOSAL SIGN-OFF FORM**

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL TO ORPA  
AFTER ALL NECESSARY SIGNATURES HAVE BEEN OBTAINED.**

UR Financials

UR Financials

Company \_\_\_\_\_

Cost Center \_\_\_\_\_

Principal Investigator (PI)/Contact PI \_\_\_\_\_

Please check if this is a Multiple PI project (as defined by NIH)

Other Multiple Pls/Co-Pls: \_\_\_\_\_ Project Sponsor: \_\_\_\_\_

Project Title: \_\_\_\_\_

Funding Op (Number/Title): \_\_\_\_\_ Award mechanism (R01, K08, CAREER): \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Total Project Budget Requested \_\_\_\_\_ Deadline: \_\_\_\_\_

Proposal Type:  New  Continuation  Supplement  Resubmission  Renewal Current UR Financials FAO (if applicable): GR: \_\_\_\_\_

F&A (Indirect) Rate: \_\_\_\_\_ Award Type:  Grant  Contract  Subcontract/subaward

Purpose:  Research  Clinical Research  Training  Fellowship  Equipment  Conference  Public Service  Other: \_\_\_\_\_

Project Location:  On-Campus  Off-Campus If off-campus, location: \_\_\_\_\_

**ADMINISTRATIVE AND POLICY CONSIDERATIONS (MUST BE COMPLETED BY PI) - Please explain "yes" responses on additional sheets**

**NOTE: All Co-Investigators, and other named investigators, MUST complete Section A ("Additional Signatures Certification")**

**Yes    No**

- 1. Does this project contain a clinical research component with clinical procedures?  
If "Yes", complete Section B (on page 4).
- 2. Does this project require additional/new space or renovation/modification of current space or facilities?  
Check all that apply:  
Equipment/Utility support \_\_\_\_\_ Additional, New or Renovated Space \_\_\_\_\_ If yes, include an explanation on amount of space needed, cost and source of funds.
- 3. Does this proposal involve cost sharing or matching funds? If yes, complete below:  
-Total Amount of cost sharing \_\_\_\_\_  
-Type of cost being shared \_\_\_\_\_  
-Planned cost share UR Financials FAO(s)  
  
-If the cost sharing is **Third Party Cost Sharing**, attach a Pre-award THIRD PARTY COST SHARING FORM
- 4. Will research use human subjects?
- 5. Is this an NIH funded multi-site study utilizing the UR's RSRB as the single IRB of record? **If yes, please attach the spreadsheet provided by the RSRB Office.**
- 6. Will research use animals?
- 7. Will research use radioactive materials or isotopes?
- 8. Will research use human embryonic stem cells?
- 9. Are you requesting less than the maximum F&A costs as allowed by the sponsor's written policy?
- 10. Will there be subcontracts to other institutions?  
Number? \_\_\_\_\_
- 11. Is any program income anticipated under this project?
- 12. Do you have consulting arrangements, line management responsibilities, substantial equity holdings with the sponsor, subcontractor, or potential vendor?

**Yes    No**

- 13. Have you submitted an annual conflict of interest disclosure statement?
- Yes    N/A**
- 14. If you have acquired new financial interests since your last disclosure, have you reported these to the institution?
- Yes    No**
- 15. For NIH proposals, do all investigators agree to comply with the NIH Public Access Policy? Please see the [NIH Policy](#) for details.
- 16. Is this an Individual NRSA (F-awards) Fellowship? If yes, complete the Individual Fellow and Faculty Mentor Certification for NIH F-awards Certification [Individual Fellow and Faculty Mentor Certification for NIH F-awards](#).
- 17. Are you currently debarred or suspended from doing business with the federal government or excluded from Medicare or other federal/state health care programs, or are you currently in default on any federal student loans?
- 18. Have you engaged in lobbying activities using federal funds to influence any federal employee in connection with this proposal?
- 19. If funded, will other individuals be authorized to sign for purchases necessary for the project? If yes, name authorized individuals: \_\_\_\_\_
- 20. Is this proposal a collaborative inter-school/college program with sharing of indirect cost recovery? If yes, attach completed copy of Sharing of Indirect Cost Recovery form.
- 21. Does the project involve international partnerships or activities in foreign countries? Country name: \_\_\_\_\_
- 22. Will the work involve the transfer of technology and/or materials overseas?
- \*\*\*\*\***  23. Identify the CLASP-certified individual(s) who will have functional responsibility for oversight of this project, should it be funded.

**(Signature or initials of this individual recommended)**

**PRINCIPAL INVESTIGATORS' CERTIFICATION**

In signing below the Principal Investigator(s) (PIs) certify that the above is accurate and complete to the best of the PIs' knowledge. **This certification must also include signatures of all investigators in Section A (page 3 of this form).** The PI certifies the proposal (including any subsequent supplemental material) is compliant with sponsor requirements. In addition, the PI(s) understand that any false, fictitious, or fraudulent statements or claims made in the accompanying submission may subject the PI(s) personally to criminal, civil, or administrative penalties. The PI(s) agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

Principal Investigator(s): \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED SIGNATURES: (PLEASE SEE PAGE 2 FOR ADDITIONAL SIGNATURES WHICH MAY BE REQUIRED)**

Dept Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Cost Center Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Medical Center

Dean: \_\_\_\_\_ Date: \_\_\_\_\_ Space Planning: \_\_\_\_\_ Date: \_\_\_\_\_

(required for Medical Center if "Yes" has been checked on consideration 2 above)

**OBTAINT FOLLOWING SIGNATURES AS APPLICABLE TO THIS PROPOSAL:**

<b>Yes</b>	<b>No</b>	
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A. Is proposed project using space or facilities of Strong Memorial Hospital? **If yes, obtain Signature of SMH Senior Director for Finance** (x5-3033 – Room 1-2412): \_\_\_\_\_

B. Will project require resources of the University Vivarium? If yes, please list the animal species \_\_\_\_\_ and the estimated maximum number of each species housed at one time \_\_\_\_\_ and send a copy of the signoff form to the attention of the Vivarium Director, Box 674.

C (a). Will project require resources of the CRC or CTSI? **If yes, obtain Signature:** \_\_\_\_\_

C (b). Is this a Supplement to U of R CTSI? **If yes, obtain CTSI Signature:** \_\_\_\_\_

D. Will project require services of the Department of Biostatistics and Computational Biology? **If yes, obtain Signature of Chair, Department of Biostatistics and Computational Biology:** \_\_\_\_\_

E (a). Will project include recombinant experiments ([NIH Guidelines](#)), human pathogens, human blood/tissue/cell lines, (see IBC Webpage).

E (b). Will project involve CDC or [USDA Select Agents or Toxins](#)? Botox®?

E (c). Will project involve an OSHA recognized carcinogen? (2-Acetylaminofluorene, 4-Aminodiphenyl, Benzidine, bis-Chloromethyl ether, 3,3'-Dichlorobenzidine (and its salts), 4-Dimethylaminoazo-benzene, Ethyleneimine, methyl chloromethyl ether, alpha-Naphthylamine, beta-Naphthylamine, 4-Nitrobiphenyl, N-Nitrosodimethylamine, beta-Propiolactone)

If yes to E (a, b, or c), send a copy of this completed signoff form to the IBC Coordinator, Environmental Health & Safety, RC Box 278878.

**NIH GUIDELINES/BIOHAZARDS/CARCINOGENS:** Projects that use recombinant or synthetic nucleic acid molecules ([NIH Guidelines](#)), human pathogens, or human blood/tissue/cell lines (latter only in research labs) require institutional Biosafety Committee approval. Violations of the NIH Guidelines must be reported (reports are public). Projects that use carcinogens require EH&S review (IBC Coordinator/EH&S, x5-3241)

F. Will faculty or staff from other University departments, divisions, or units participate in this project or will resources of another department, unit or office (see below) be used? **If yes, obtain signature of Participating Department Chair(s), Dean(s), or Director(s):**

\_\_\_\_\_  
Faculty and Dept. Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Faculty and Dept. Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Faculty and Dept. Name (printed)

\_\_\_\_\_  
Signature

**For ORPA use only:**

ORPA RA: \_\_\_\_\_ Date: \_\_\_\_\_

Initial: Direct \_\_\_\_\_ F&A \_\_\_\_\_ Total \_\_\_\_\_

Project: Direct: \_\_\_\_\_ F&A \_\_\_\_\_ Total: \_\_\_\_\_

**DESCRIPTION OF PROPOSAL SIGN-OFF RESPONSIBILITIES**

**PRINCIPAL INVESTIGATOR/MULTIPLE PI:** The PI/Multiple PI is the initiator and director of the proposed program. The PI's/Multiple's PIs' signature(s) indicates that he/she/they will adhere to University and sponsor policies affecting the project, including completion of an Employee Intellectual Property Agreement and conflict of interest disclosure, monitoring of expenditures and the submission of reports required by the sponsor and the University.

**DEPARTMENT CHAIR, DIVISION/UNIT CHIEF:** These signatures mean that agreement has been reached regarding the amount and type of departmental resources that will be required to assist a PI in completing a project. If new space, personnel, or renovations are required, further discussion with the appropriate Dean's office will be necessary. This signature also confirms receipt of the annual conflict of interest disclosure and, where required, the supplemental disclosure and certifies that review will be complete and conflicts resolved, if any, prior to award.

**DEAN:** The Dean's signature means that agreement has been reached regarding the amount of School/College resources required to support the program. The Dean ensures that appropriate salary and pooled costs are requested in the proposal. As well, the Dean participates in discussions of new space or renovations required to complete a project.

**THIRD PARTY COST SHARING:** A complete Pre-Award Third Party Cost Sharing is required at the time of proposal to indicate the Third Party's concurrence with their cost sharing responsibilities.

**ADDITIONAL REVIEW AND/OR OTHER SIGNATURES WHICH MAY BE REQUIRED DEPENDING UPON THE NATURE OF THE RESEARCH:**

**RESOURCES OF OTHER DEPARTMENTS, UNITS OR OFFICES:** Projects that require resources of other University departments or offices require approval of the appropriate signatory. At the Medical Center, examples include Blackboard Online Learning, Curricular Affairs/Office of Medical Education, etc.

**VIVARIUM:** All University projects using animals must be reviewed by the University Committee of Animal Resources (UCAR, x5-1693).

**BIOHAZARDS:** Projects which propose the use of potential biohazards, including recombinant DNA and carcinogens, must be reviewed by the Executive Secretary of the Biosafety Committee, 685 Mt Hope Ave., x5-3241. This signature is required to comply with federal and state regulations covering biohazards.

**BIOSTATISTICS AND COMPUTATIONAL BIOLOGY SERVICES:** Projects that involve biostatistics services must be approved by the Department of Biostatistics and Computational Biology, Saunders Research Bldg. Room 4106, x5-2407. This signature ensures that adequate costs and professional effort have been included to support biostatistical studies.

**STRONG MEMORIAL HOSPITAL:** Projects which involve facilities, services, or training programs of Strong Memorial Hospital require the signature of the Senior Director for Finance, Room 1-2412, Medical Center, x5-3300.

**CLINICAL RESEARCH CENTER:** Projects which will require resources or staff of the Clinical Research Center should be reviewed by the CTSI. Room 1.502, Saunders Research Building, x5-0674.

**EXPLANATION OF THE ITEMS FROM FRONT (use additional sheets)**

**Section A: Additional Signatures Certification**  
**new, competing, and non-competing (progress reports) applications**

In signing below the following Investigators certify that:

- they have submitted an annual conflict of interest disclosure statement;
- there are no new financial interests to report (if there are new financial interests that have not been disclosed, the investigator must report these prior to proposal submission); and
- they are not currently debarred or suspended from doing business with the federal government or excluded from Medicare or other federal/state health care programs, or that they are not currently in default on any federal student Loans.
- In addition, the Investigators understand that any false, fictitious, or fraudulent statements or claims made in the accompanying submission may subject the Investigators personally to criminal, civil, or administrative penalties. The Investigators agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

Name	Signature	Role on Project (e.g. PI, Res. Assoc.)

## SECTION B: Prospective Reimbursement Analysis (PRA) (Note 1)

If Question 1 in the **ADMINISTRATIVE AND POLICY CONSIDERATIONS** section was answered "Yes", please check one of the appropriate boxes below:

- The clinical research study's clinical procedures constitute a clinical trial (i.e. there is an investigational drug, device or treatment). ***The PI has signed the following three (3) worksheets (copies are attached to this sign off form): PRA Template, Participant Grid/Billing Plan and Total Budget comparison worksheet (refer to Note 2 and Note 3).***
- The clinical research study's clinical procedures constitute a clinical trial (i.e. there is an investigational drug, device or treatment) and the sponsor has indicated it will pay for all visits and procedures (i.e. nothing will be billed to third party insurance). ***The PI has signed the following two (2) worksheets (copies are attached to this sign off form): Participant Grid/Billing Plan and Total Budget comparison worksheet (refer to Note 3).***
- The clinical research study is not a clinical trial (i.e. there is not an investigational drug, device or treatment). ***The PI has signed the following two (2) worksheets (copies are attached to this sign off form): Participant Grid/Billing Plan and Total Budget comparison worksheet (refer to Note 3).***

### PRINCIPAL INVESTIGATORS' CERTIFICATION

*In signing below the Principal Investigator(s) certify that he/she has completed the Blackboard clinical trial training (Course CT-01).*

*Principal Investigator(s) Name(s)* \_\_\_\_\_ *Date:* \_\_\_\_\_

**NOTE 1:** The University of Rochester Clinical Research Standard Operating Procedures Regarding Financial Oversight and Billing Compliance defines a Prospective Reimbursement Analysis as "the process of determining and documenting what procedures, items and tests in a protocol are standard of care or strictly related to research. This information is then used to determine the appropriate payer of such activities" (SOP 1.1).

**NOTE 2:** The PRA Template is a questionnaire that assists with the determination whether a clinical trial is a "Qualifying trial" as per Centers for Medicare and Medicaid Services guidelines. The PRA Template is a worksheet within the UR's Budgeting Workbook for clinical trials, accessible in the Clinical Trial Resources Share Point site (that is accessible through the link on this web page [Clinical Trial Resources](#)).

**NOTE 3:** The Participant Grid/Billing Plan is an EXCEL worksheet on which is documented the proper payer for each clinical procedure for each visit in a clinical research study plan. A Total Budget comparison worksheet allows comparison of the sponsor's financial offer to the UR's internally prepared budget and indicates whether a potential deficit or surplus exists. . The Participant Grid/Billing Plan and the Total Budget comparison are worksheets within the UR's Budgeting Workbook for clinical trials, accessible in the Clinical Trial Resources Share Point site (that is accessible through the link on this web page: [Clinical Trial Resources](#)).