

**University of Rochester Medical Center  
Clinical and Translational Science Institute (CTSI)  
Request for Applications –  
UNYTE Translational Research Network Pipeline Pilot Awards  
For Projects Beginning January 1, 2018**

The CTSI announces a UNYTE pipeline pilot grant opportunity of up to \$10,000. This award is intended to stimulate research partnerships between UNYTE member institutions to compete for future external translational biomedical research funding. Research teams must consist of one faculty member from the University of Rochester and at least one faculty member at another UNYTE member institution. The focus of the application should be on either a planning effort or a pilot research project leading to a CTSI pilot-funding application, or to independent external funding.

More information on the UNYTE Translational Research Network, including partner institutions, can be found at <https://www.urmc.rochester.edu/clinical-translational-science-institute/connections/unyte.aspx>.

**Award Duration:** Six (6) to twelve (12) months

**Monetary Award Amount:** Up to \$10,000

**Number of Awards:** A minimum of two (2)

**Application Deadline:** December 1, 2017

**Award Notification:** December 31, 2017

**Earliest Start Date:** January 1, 2018

Awards starting on January 1, 2018 will be six-month awards.

**Goals:**

The main goal of this program is to stimulate research partnerships between University of Rochester faculty and UNYTE member institution faculty, facilitating their ability to compete as a collaborative team for future funding for translational biomedical research. Applicants must clearly demonstrate how the program or pilot generated from this award will be used to develop a pilot grant and/or a larger, independently funded study. The focus of the application should be on a planning project or a pilot research project leading to a CTSI pilot funding application, or to independent external funding. This award is not meant to supplement ongoing funded research.

**Eligibility:** One of the members of the applying team must have a faculty appointment at the University of Rochester. The team must also include at least one faculty member at another UNYTE member institution. For any questions about the UNYTE Translational Research Network, please contact Karen Vitale [Karen\_Vitale@URMC.Rochester.edu].

**Allowable Costs:** The program will support costs normally allowed for NIH-funded research projects, including salaries. Facilities and administrative (F&A) costs or “indirects” are required for subcontracts with other institutions and will be paid from the direct costs of the award. Proposed recipient organizations may request to waive F&A costs. Note that fees for use of the Clinical Research Center may be discounted for successful applicants.

**Review Process:** Proposals are reviewed by a CTSI Community Engagement and Collaboration Core review committee that includes both CTSI leadership and UNYTE Executive Committee members, and additional experts as needed for the review of the specific projects submitted. Reviewers will use a scoring system based on a 9-point scale and judge each

application on the basis of scientific merit, the potential impact of the planning project or pilot findings, and potential of the research team to engage in ongoing collaborations.

Following the review process and a discussion-and-scoring meeting, funding recommendations are made to the CTSI Executive Team for funding of the most meritorious projects.

## APPLICATION INSTRUCTIONS

1. **Online Submission:** Proposals must be submitted electronically via the following link: <https://redcap.urmc.rochester.edu/redcap/surveys/?s=WTL87ALX9E> by 5:00 PM on **Friday, December 1<sup>st</sup>, 2017.**
2. Via the online submission system, provide the title of the proposal and contact information for the Principal Investigator and each co-Principal Investigator, co-investigator, collaborator, and consultant.
3. Upload the components below **as one document in PDF format, in the order listed.**
  - a. Proposal title and synopsis (500 words maximum in a minimum 11 point font)
  - b. Project Description. **The project description may not exceed two (2) single-spaced, typed pages** (11 or 12 point font required; Arial typeface preferred; ½ inch margins allowed), **excluding references, biosketches and CVs, and letter(s) of commitment.** The project description must include:
    - 1) *Specific Aims/Goals:* What are you planning to do?
    - 2) *Rationale and Significance:* Why is this project worth doing? Why is this line of research important? How will this project support next steps?
    - 3) *Methods:* Describe how the project will be conducted. For pilots, describe your study design, sample/recruitment, measures, intervention (if relevant) and proposed analysis. For planning grants, provide details about specific steps in planning, e.g. type, frequency of meetings, agenda, data gatherings, protocol development etc.
      - i. For applicants new to collaborative work with UNYTE member institutions, we strongly encourage applicants to seek consultation with UNYTE leadership.
    - 4) *Subsequent Planned Research Activity:* The applicants should describe planned next steps for seeking additional CTSI or external funding.
      - i. What specific grant application(s) do you plan to submit and when? Provide a plan and timeline for grant applications to the CTSI Pilot Awards, NIH, private foundations, or other external funding sources.
    - 5) *Study Timeline:* Include a study timeline that outlines the various stages of your research from start date to final product.
  - c. References (limited to no more than 15)
  - d. Budget and Budget Justification.
    - 1) This is a one-time award in the sum of up to \$10,000.

- 2) The budget must directly support the proposed research. Each line item must be justified in the budget justification section of the application. Expenses may include salary, equipment, consultation costs (such as with biostatistics, epidemiology, informatics from UR or other sources), research-related costs, meeting-related costs, travel, etc., but the justification must be clearly stated.
- 3) A six-month budget must be submitted for a proposal starting January 1, 2018. A budget for up to 12 months must be submitted for a proposal starting June 1, 2018.
- 4) The budget must include the categories below with sub-totals for each, and a total that includes all categories.
  - i) Salaries with fringe benefits
  - ii) Equipment
  - iii) Supplies
  - iv) All other expenses

e. NIH-style bio-sketch for each researcher and/or a CV for each CBO partner

f. Letter(s) of Commitment/Support. Applications must include letters from the home department chairs of all faculty applicants (including non-University of Rochester UNYTE member institutions where applicable) agreeing to the use of the necessary space, personnel, and facilities needed in support of this proposal.

**Note:** Institutional Review Board (IRB) approval is not required at the time of application. However, if a research team is awarded funding and the project includes human subjects research activities, documentation of IRB protocol approval must be forwarded to the CTSI before human subjects are enrolled.

**Contacts:**

If you have questions regarding this RFA, please contact one of the following.

**General inquiries:**

Mary Little  
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**UNYTE Program Manager**

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