University of Rochester Medical Center
Clinical and Translational Science Institute (CTSI)
Request for Applications –
UNYTE Translational Research Network Pipeline-to-Pilot Awards
For Projects Beginning August 1, 2019

The University of Rochester CTSI announces a UNYTE pipeline-to-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 a research planning effort, leading to a pilot-funding application through the CTSI, NIH or other funding agency.

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: Ten (10) months
Monetary Award Amount: Up to $10,000
Number of Awards: Up to two (2)
Application Deadline: April 30, 2019
Award Notification: June 14, 2019
Earliest Start Date: August 1, 2019
End Date: May 31, 2020 (all project activities and spending must be completed by this date)

Goals:

The main goal of this program is to stimulate early phase 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 activities funded by this award will be used to develop a pilot grant and/or a larger, independently funded study. The focus of the application should be developing collaborations between University of Rochester and UNYTE partners in a planning project leading to a CTSI pilot funding application, or to independent external funding. This award is not meant to supplement ongoing funded research.

What is a Planning Project?

A planning project involves collaborative activities designed to lead to a submission of a research proposal. Activities may include, but are not limited to: travelling to in-person meetings, site visits,

staff support for scheduling and keeping minutes, the purchase of existing data sources, the purchase of tools, such as software used to conceptualize a research problem, the costs of conducting literature searches, research consultations (i.e. statisticians), analysis of existing data sets, and proof-of-concept feasibility/acceptability testing pilots.

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. Questions about the UNYTE Translational Research Network should be directed to Karen Vitale [Karen_Vitale@URMC.Rochester.edu].

Allowable Costs: The program will support costs normally allowed for NIH-funded research projects, including salaries. It will also support costs associated with travelling to in-person meetings, site visits, staff support for scheduling and keeping minutes, the purchase of existing data sources, the purchase of tools, such as software used to conceptualize a research problem, the costs of conducting literature searches, research consultations (i.e. statisticians), analysis of existing data sets, and proof-of-concept feasibility/acceptability testing pilots.

Facilities and administrative costs or "indirects" will be paid from the direct costs of the award. Recipient institutions may request to waive facility and administrative 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 may include both CTSI leadership and UNYTE 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, and potential of the research team to engage in ongoing collaborations. Applications that demonstrate substantive contributions by personnel at each partner institution will be deemed responsive. Please note that sufficient detail about the timeline for accomplishing all steps in the proposal to assure its completion in 10 months is necessary.

Awardees are strongly encouraged to propose to utilize the Research Methods Forum, a program of the Clinical and Translational Science Institute, which provides an interactive setting for investigators to present new and developing research ideas to multidisciplinary experts in clinical research methods and potential collaborators, who will provide recommendations.

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=H4WYCM7C87 by **5:00 PM on Tuesday, April 30, 2019.**

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. Contact information must also be provided for the University of Rochester PI's department administrator or grants administrator.

3. Upload the components below **as one document in PDF format, in the order listed.**
   a. NIH PHS 398 Form Page 1: Face Page (items 1-7 only)

b. Proposal title and synopsis (500 words maximum in a minimum 11 point font)

c. 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? The specificity should match the aims.
2) *Rationale and Significance:* Why is this project worth doing? Why is this line of research important and innovative? What gaps in research will it address? How will this project support next steps?
3) *Methods:* Describe how the project will be conducted. Provide details and rationale about specific steps in planning, e.g. type, frequency of meetings, agenda, data gatherings, team members, protocol development, etc.
   i. For applicants new to collaborative work with UNYTE member institutions, we strongly encourage applicants to seek consultation with UNYTE leadership.
   ii. For pilot grants, key details regarding the methods should be included.
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 Studies program, 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.

d. References (limited to no more than 15)

e. Budget and Budget Justification.
   1) The budget must be placed on the [NIH PHS 398 Form Page 4: Detailed Budget for Initial Budget Period](#), and on an additional page, each line item of the budget must be justified.
   2) This is a one-time award in the sum of up to $10,000.
   3) The budget must directly support the proposed research. 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.
   4) Clearly indicate which personnel are investigators and which are other significant contributors, as defined in the CTSI cost-sharing information sheet at https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/ctsi/resources/resource-finder/documents/CTSI-Cost-Sharing-Information_1.pdf.

f. If funds will be going to an institution other than the University of Rochester (UR), then the following subaward information must be included:
   1) Scope of Work to be performed by the subaward. Creation of this document should be a joint effort between the UR PI and the subaward PI.
   2) [NIH PHS 398 Form Page 1: Face Page](#). This must be completely filled out, including the signature of the institutional signing official.

3) Budget for the subaward on [NIH PHS 398 Form Page 4: Detailed Budget for Initial Budget Period](#)
4) Budget justification for the subaward
5) [Checklist page](#) showing whether indirect costs are requested. If indirect costs are requested, they will be taken from the direct costs of the award.
6) [Attachment 3B: Research Subaward Agreement](#): Subrecipient Contacts

   g.   NIH-style bio-sketch for each researcher

   h.   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.

4. Upload the CTSI signoff form with all necessary signatures. This form is located at https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/ctsi/about/images/CTSI-Sign-off-Form-2019.pdf. Please note that this form is CTSI-specific and does not get submitted to the Office of Research and Project Administration (ORPA). The sign-off form needs to be completed only by the UR investigator.

Requirements if Funds are Awarded:

1. **Institutional Review Board (IRB) approval:** 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.

2. **Institutional Animal Care and Use Committee (IACUC) approval**: IACUC approval is not required at the time of application. However, if a research team is awarded funding and the project includes vertebrate animals activities, documentation of IACUC protocol approval must be forwarded to the CTSI before vertebrate animals can be used in the research. The IACUC at the University of Rochester is known as University Committee on Animal Resources (UCAR).

3. **Publications:** All publications that benefit in whole or in part from support provided by the CTSI must:

   a. Comply with the NIH Public Access Policy: Assistance with the compliance process is available through the Miner Library. Information regarding the Public Access Policy is located on the Miner Library website at http://www.urmc.rochester.edu/libraries/miner/publishing/NIHPublicAccessPolicyMinerLibrary.cfm.

   b. Acknowledge CTSI grant funding. We recommend use of the language provided below:

   "The project described in this publication was supported by the University of Rochester CTSA award number UL1 TR002001 from the National Center for Advancing Translational Sciences of the National Institutes of Health. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."

Contacts:

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

General inquiries:
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