

University of Rochester Medical Center
Clinical and Translational Science Institute (UR CTSI)
Request for Applications
2021-2022 UR CTSI-RCMI Scholarly Exchange

The goal of the UR CTSI-RCMI Scholarly Exchange is to promote inter-institutional research collaboration between faculty, staff, and students from University of Rochester (UR) and from Research Centers in Minority Institutions (RCMI) grantee institutions. The purpose of the program is to provide funding for scientific collaboration between UR and RCMI participants, leading to professional enrichment that will produce abstracts, publications, or joint grant applications between participating institutions.

The program will award a maximum of three awards per academic year for RCMI institutional faculty, students, and staff, and up to three awards per academic year for UR institutional faculty, students and staff. Up to \$3,000 per application will be awarded.

All expenses and scholarly exchange activities must be completed prior to May 15, 2022.

Important Dates

Release Date

October 20, 2021

Deadlines

- November 8, at 5:00 PM - Applications must be received. Please note that the online submission system will reject applications submitted after 5:00 PM.
- November 22 - Award notifications will be made.
- May 15, 2022 – All expenses and scholarly exchange activities must be completed prior to this date.

Program Details

Eligible Applicants

Applications should include individuals underrepresented in the biomedical research workforce who are faculty, staff, advanced trainees (post-docs, residents, etc), or students (graduate and undergraduate level) in current active standing within UR and RCMI Institutions.

Research Centers in Minority Institutions (RCMI)

- *Charles R. Drew University of Medicine and Science*
- *The City College of New York*
- *Clark Atlanta University*
- *Florida A&M University*
- *Florida International University*
- *Howard University*
- *Hunter College*
- *Jackson State University*
- *Meharry Medical College*
- *Morehouse School of Medicine*
- *Morgan State University*
- *North Carolina Central University*
- *Northern Arizona University*
- *Ponce Health Sciences University*
- *San Diego State University*
- *Texas Southern University*
- *Tuskegee University*

- *University of California Riverside*
- *Universidad Central del Caribe*
- *University of Hawaii at Manoa*
- *University of Puerto Rico Medical Sciences Campus*
- *University of Texas at San Antonio*
- *University of Texas at El Paso*
- *Xavier University of Louisiana*

Length of Exchange

On-site and off-site interactions are expected in this collaboration. There are no restrictions as to length of off-site interactions. The on-site interactions are expected to be short and should be designed to meet expected goals and fit available expenses. Examples: A short, intense 3-day training on a specific topic/skill or 3 weeks of active collaboration in a research lab.

Allowable Costs

The program will support travel, transportation, housing, and meals.

Note: All airfare travel will be organized through our UR office and University preferred travel agency. Land transportation, housing, and meals will be responsibility of the participant and reimbursed after the collaboration has concluded. A University of Rochester Employee Expense Report (F3 form) will need to be completed, following the CTSI Travel Policy. It will take approximately three weeks for reimbursement of expenses to occur via direct deposit for University of Rochester employees and scholars. Reimbursement for non-UR personnel will be coordinated through CTSI Research Education, and awardees will need to submit a W9 and receipts.

Costs Not Allowable

Costs not supported by this program include salary, alcohol, personal purchases, research expenses (e.g., equipment, software, incentives for participants, etc.), publication fees, or activities currently covered by an existing grant. UR CTSI finance reserves the right to request more information if needed for justification.

Responsibility of the Applicant

1. To electronically complete and submit the application within the deadline period (by November 8, 2021), including all supporting documents. Applicants are responsible for directly connecting with institutional partners at the target institution.
2. To identify a particular area of interest and what department and persons would be participating in the exchange, both from UR and RCMI.
3. To project a reasonable amount of time for the UR CTSI-RCMI Exchange to take place, including possible dates, that allow for the goals expressed in the application to be reached.
4. To prepare and submit, by May 15, 2022, a final, recorded 5-10 minute video presentation to the UR CTSI-RCMI committee on the interactions taken place during the exchange, noting any abstracts or possible conference or journal submissions occurring before year's end.
5. To acknowledge the UR CTSI-RCMI Scholarly Exchange in any presentation, abstract, poster, publication, or conference participation that resulted from activities pertaining to this exchange.

Submitting an Application

Online Submission

All applicants must fill out the [2021-2022 UR CTSI-RCMI Scholarly Exchange Application form](#) in its entirety, including supporting documentation (if applicable), and a description (as specific as possible) of how the funding is intended to be used.

Note: The submission system will reject proposals submitted after the deadline time of 5:00 PM.

Supporting Documents

- Current CV for the applicant and the host.
- Budget and justification of why the expenses in the budget will support the success of the project.
- Letter of support from program director or post-graduate mentor (for students and in-training applicants only) acknowledging that participation in this on-site collaboration requires the student to be away from campus and does not interfere with existing curriculum responsibilities.
- Letter of Invitation from target institution partner stating interest and ability to host the visitor.
- Note: Any missed classes, exams, or assignments from the student's institution are solely the responsibility of the student willingly participating in the UR CTSI-RCMI Exchange Activities.

Review Process

A review committee will review the application and supporting documents. Funding decisions will be made based on clarity of interactions, goals proposed, and feasibility within available funding. Award notifications will be made by November 22, 2021.

Requirements if funds are awarded

1. **2 CFR 200 Procurement Principles Training:** All University of Rochester Principal Investigators on the project and each person that will initiate purchases must provide documentation that they have completed the 2 CFR 200 Procurement Principles training available in MyPath.
2. **Publications:** All publications that benefit in whole or in part from support provided by the UR CTSI must:
 - a. Comply with the [NIH Public Access Policy](#): Assistance with the compliance process is available through the Miner Library.
 - b. Acknowledge UR CTSI grant funding. We recommend use of the following language: "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."
3. **ORCID IDs:** The awardee must obtain an ORCID ID which provides a persistent digital identifier that the awardee owns and controls, and that distinguishes the investigator from every other researcher.

Contacts

If you have questions regarding this RFA, please contact Caroline Callahan (RCMI Program Assistant) at Caroline_Callahan@urmc.rochester.edu

Links to information about the organizations referenced in this RFA are as follows:

[University of Rochester Clinical and Translational Science Institute](#)

[Research Centers in Minority Institutions](#)

[RCMI Translational Research Network](#)