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 June 1, 2018

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 planning effort leading to research pilot-funding application through the CTSI, NIH or other funding agencies.* Alternatively, a small pilot involving a new collaboration between a UR investigator and UNYTE member also qualifies.

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: Up to twelve (12) months
Monetary Award Amount: Up to $10,000
Number of Awards: Up to two (2)
Application Deadline: April 2, 2018
Award Notification: May 15, 2018
Earliest Start Date: June 1, 2018
End Date: May 31, 2019 (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 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 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.

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 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.

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=9PPWXREYHA by **5:00 PM on Monday, April 2, 2018.**

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. 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? 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.

   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) 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

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.

e. NIH-style bio-sketch for each researcher

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.

4. Upload the CTSI signoff form with all necessary signatures. This form is located at https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/ctsi/resources/resource-finder/documents/CTSI-Signoff-Form.pdf. Please note that this form is CTSI-specific and does not get submitted to the Office of Research and Project Administration (ORPA).

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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