

# CTSA SPIRiT

## Sharing Partnership for Innovative Research in Translation

### *Members of the NIH National CTSA Consortium*

Johns Hopkins University, University of Chicago, University of Pennsylvania,  
University of Pittsburgh, Washington University in St. Louis, and Yale University

## Collaborative Pilot Project Award Overview and Application Instructions

### PROGRAM PROCESS OVERVIEW

#### TIMELINE

**Application Deadline:** May 15, 2017, 5:00 pm EDT

**Award Start Date:** July 1, 2017

#### PI ELIGIBILITY

Each SPIRiT site Principal Investigator (PI) must be eligible to receive pilot funding at his/her local CTSA institution. Check with your institution's CTSA (see contacts, below) for questions about your eligibility. In order to be considered responsive, projects must clearly involve work at a minimum of two SPIRiT sites.

#### AVAILABLE FUNDING

The maximum budget for a SPIRiT Collaborative Pilot Project Award is \$25,000 direct costs, per institution involved. The budgeted funds for each SPIRiT site in the project may not exceed \$25,000 in direct costs. Budgets should be well-justified and commensurate with the substantive work to be conducted at each site.

#### SUBMISSION PROCESS

One of the site PIs should be identified as the Contact PI. The Contact PI will submit the electronic (.pdf) application using the application site (<http://www.med.upenn.edu/apps/pgctsa>) **by May 15, 2017 at 5:00 pm EDT**. See **Checklist** for application content. Applications **must** be submitted using the application system.

#### AWARD PROCESS

For the selected application, a Just-In-Time process will take place at each local CTSA, at which time each site PI will be asked to provide any institution specific budget and/or regulatory documentation. The Notice of Award will detail budget information, project management of milestones, progress report requirements, publication citation language, etc. It is expected that projects involving human subjects research at multiple SPIRiT institutions will utilize the SMART IRB reliance process to obtain IRB approval.

### APPLICATION INSTRUCTIONS

#### FORMAT

- Research Plan - cannot exceed five (5) single-spaced pages.
- Use Arial 11 point font or larger; minimum 0.5 inch for all margins for all pages.
  - Figures, Graphs, Diagrams, Charts, Tables, Figure Legends and Footnotes: you may use a smaller type size, but it must be readily legible.
- Include the Contact PI's name at the top of each page and consecutively number all pages in the application at the bottom of each page.

**HELPFUL HINT- Using the Form Pages:** The form pages will retain their format by tabbing through the form fields. Pressing 'Enter' while in a form field may cause the document format to shift. You are strongly encouraged to compose your answers in a word processor, then cut and paste your answers into the form documents.

**Form Page 1: COLLABORATION FACE PAGE**

A PI from one of the SPiRiT sites must be identified as the Contact PI taking responsibility for coordinating and submitting the application. The Contact PI should be listed as the first PI on Form Page 1 followed by information for the other Site PIs.

**Form Pages 2-3: ABSTRACT, IMPACT, RESOURCES**

Provide information as requested on the Form Pages: Abstract, Impact, Performance Sites/Resources

**RESEARCH PLAN**

Teams that respond to this solicitation must submit one overall Research Plan. The research plan must include the sections described in A-D. Note: sections A-B must not exceed five (5) pages.

- A. Specific Aims and Research Strategy:** Concisely state the hypothesis to be tested and the Specific Aim(s) to be achieved during the award. Include a clear statement as to the aspects of the study that require or will be enhanced by participation of each SPiRiT institution. Meaningful collaboration from each site must be demonstrated. The Research Strategy should include: 1) Significance, 2) Innovation, and 3) Approach sections.
- B. Team Collaboration** Describe the team that has been assembled across the SPiRiT sites. If investigators from any SPiRiT sites are active collaborators, or have been in the past, briefly describe the collaborative research. The roles and administrative, technical, and scientific responsibilities for the project should be delineated for the Site PIs.
- C. Milestones Table:** Provide a table listing the project milestones, time frame for completion, and responsible Site PI(s) for each. This table must be no more than one page.
- D. Bibliography and References Cited:** Provide a bibliography of any references cited in the Research Plan. Each reference must include names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. *The references should be limited to relevant and current literature.* While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.

**Form Page 5: SITE SPECIFIC SUMMARY BUDGET and JUSTIFICATION**

Funding will be provided for items essential to the conduct of the project. Ensure that the proposed budget is commensurate with the work to be conducted at the site. The expectation is that each site is responsible for a substantive portion of the overall project activities and that the budget will support the defined work scope. The budget form page includes standard budget categories and allowable costs will follow the guidelines for a NIH research proposal (including adherence to the NIH salary cap.) The Summary Budget will be used in the review process, but if an award is to be made, a Site PI's prime institution may ask for additional budget detail to meet institutional requirements. Do not include F&A costs in the budget.

- 1) **Summary Budget Form Page 5** – Complete the SPiRiT Summary Budget Page for the period of 7/1/17 – 6/30/18.

Restrictions:

*Personnel* - Allowable personnel expenses include salary and applicable fringe benefits for support personnel ( i.e. postdocs, professional and technical staff). For the review process, the budget form requires only totals for personnel costs.

With the limited amount of funding that is to be shared by each site, funds awarded by the SPIRiT program may not be used for salary/fringe support for the site PI and co-investigators. (Exception: University of Pennsylvania will support a minimal percent of effort for Penn investigators, using the Penn pilot funds.) Contact your local CTSA Administrator regarding any site specific personnel effort, compensation, or cost sharing questions.

*Equipment* - Only equipment essential to the conduct of this project is allowed. A description must be provided with an explanation as to how it directly relates to this project.

*Travel* - Travel is only allowable if needed to conduct the project. Travel to general scientific meetings is not allowable.

- 2) Budget Justification** - On a separate page, provide a brief budget justification describing the roles of the personnel (paid and unpaid on this grant) who will be involved in the project (investigators, consultants, collaborators, technical staff, etc.), and the purpose of the non-personnel costs requested to conduct this portion of the project.

### **BIOSKETCHES**

Submit up to three (3) biosketches (site PI plus 2) per site using the NIH format for Key Personnel and Other Significant Contributors. The biosketch is limited to five (5) pages and includes 4 sections: Personal Statement, Positions and Honors, Contribution to Science, and Additional Information: Research Support and/or Scholastic Performance.

### **CHECKLIST**

- \_\_\_\_\_ Face Page (Form Page 1)
- \_\_\_\_\_ Abstract, Impact, Performance Site/Resources (Form Pages 2/3)
- \_\_\_\_\_ Research Plan (5 page maximum for sections A-B)
- \_\_\_\_\_ Milestones Table
- \_\_\_\_\_ Bibliography and References Cited

### **Site Specific Documents (for each participating SPIRiT site)**

- \_\_\_\_\_ Site Specific Face Page (Form Page 4)
- \_\_\_\_\_ Summary Budget page (Form Page 5)
- \_\_\_\_\_ Budget Justification
- \_\_\_\_\_ Biographical Sketches (maximum 3 per site)

### **QUESTIONS/CONTACTS**

**For questions and/or assistance with proposal development** contact your local CTSA Administrative Core personnel:

Johns Hopkins University

Mark Garcia, 410-614-0797, [mgarcia@jhmi.edu](mailto:mgarcia@jhmi.edu) or Janet Palmer, 410-614-0798, [jmp@jhu.edu](mailto:jmp@jhu.edu)

## SPIRiT Collaboration Instructions

### University of Chicago

Sonya Redmond-Head, 4-3810, [srhead@bsd.uchicago.edu](mailto:srhead@bsd.uchicago.edu) or Gerald Moose Stacy, 2-6980, [gstacy3@bsd.uchicago.edu](mailto:gstacy3@bsd.uchicago.edu)

### University of Pennsylvania

Jason Molli, 8-8264, [molli@upenn.edu](mailto:molli@upenn.edu) or Lorri Schieri, 3-0900, [schieril@upenn.edu](mailto:schieril@upenn.edu)

### University of Pittsburgh

Laurel Yasko, 412-648-9756, [lyasko@pitt.edu](mailto:lyasko@pitt.edu)

### Washington University in St. Louis

Andi Cox, 314-362-7707, [acox23@wustl.edu](mailto:acox23@wustl.edu) or Jaimee Stagner, 314-362-6325, [jstagner@wustl.edu](mailto:jstagner@wustl.edu)

### Yale University

Helen Seow, 203-737-4512, [helen.seow@yale.edu](mailto:helen.seow@yale.edu)