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**2014**

**Pilot Innovative Research (PIR)**

**Application**

**Jun 30, 2014**

**CHILDREN’S RESEARCH INSTITUTE**

**Pilot Innovative Research Award Application**

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In order to help you develop a competitive PIR application, this Guide and Application Form has been divided into four areas including the enclosures:

1. Details of proposal development and formatting;
2. Overview of the peer-review process to be utilized to review all applications;
3. Timelines and notification of funding decisions.
4. Application materials
   1. Face Page
   2. Abstract
   3. Key Personnel
   4. PHS 398 Budget Form
   5. Budget Justification Page
   6. NIH format biosketch sample
   7. Checklist

**A) APPLICATION DETAILS AND FORMAT**

After completing the face page of the PIR award application (Enclosure I), your application should describe your proposal in a **maximum of 7 pages,** including the Specific Aims page. (Arial 11 font with 1-inch margins). One additional page is allowed for revised applications to address reviewers comments. The 7-page maximum does not include: a) 250 word abstract of the research proposal b) the budget with justification (maximum 2 pages in new NIH format, see PHS 398 Budget Form); or c) references (2-page maximum). **No appendices will be accepted**. A cover letter is not necessary. Any applications which exceed the above page limit will be returned to the applicant without review. In addition to the application materials, principal investigators should submit NIH Biosketches (4-page maximum – sample of the NIH Biosketch format is included) as part of their application materials. Mentor’s and/or collaborator’s letters are also to be included as applicable. Junior investigators must include a letter of support from the applicant’s mentor that relates the proposed work to the mentee’s future career development. This mentor’s letter should include a formal mentoring plan, agreed upon by both the mentor and junior faculty member.

Faculty members of the Children’s Research Institute conducting pediatric-focused research are eligible to apply. Affiliate members and trainee members of the CRI, including fellows and residents, are not eligible to apply. All particulars of the PIR Awards have been previously described in detail in the formal RFP. These data include the Criteria for Awards, Eligibility of Applicants, Budgetary Details (including maximum amounts to be funded, as well as permitted and non-permitted budgetary items), Additional Requirements and Information, and the Timeline for Submission, Review, and Funding Decisions**. THE DEADLINE FOR RECEIPT OF ALL APPLICATIONS for this grant application cycle IS 4:00 P.M. ON Oct 10, 2014.**

Please note that the staff of the CRI Grants Development Office (Joan Reik, Amber Krueger), are available for consultation. They can be reached by phone at 337-7776.

# FORMAT

# Abstract – a 250-word summary of the research proposal

1. Response to Reviewers – 1 page, revised applications only.

# (Items 3-5 below are included in the 7-page limit):

**3. Specific Aims and Hypothesis (1-page limit)**: Specifically state the hypothesis(es) to be tested. The specific aims should provide the specific steps by which the experimental hypothesis will be tested. This section should also include a brief statement of the long-term objectives of the proposal, and specifically, how one year of pilot funding will help the applicant reach these goals.

**4. Significance:** Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice (i.e., what is the relevance of the proposed work to the understanding, prevention, or treatment of childhood disease). If the project is focused on quality improvement of existing processes or improvements in patient safety, specifically address these issues. The proposal should also address how this project is anticipated to lead to extramural funding.

**5**. **Innovation:** Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions. Given the nature of this “pilot” award mechanism, extensive (or indeed any) preliminary data is not required. However, if the applicant has previously completed any relevant preliminary studies, they should be briefly presented in the context of the proposed hypothesis(es) and specific aims. In the absence of preliminary data, what literature exists which bears directly on the experimental hypothesis? The applicant should provide a “critical” and not a “selective” review of such extant data. If a specific cohort is going to be studied in this application, describe the cohort as completely as possible.

**6**. **Approach:** Briefly describe overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. It would be helpful to utilize well-referenced methodology which has previously been used by the investigative team, or is well within their skill mix. Describe the subject population (animals or humans), specific experimental procedures including laboratory analyses or use of validated survey methods, and method of data analysis (including sample size, power analysis, and statistical methods). Please note that for any applications which plan to utilize comprehensive data or database analysis, or rely heavily on epidemiological or biostatistical analyses, **evidence of a formal biostatistical consult is required.**

**7. Mentor’s Letter and/or Collaborator’s Letters:** Particularly for applications from junior investigators, a letter of support from the applicant’s mentor should be included which relates the proposed work to the mentee’s future career development. This mentor’s letter should include a formal mentoring plan, agreed upon by both the mentor and junior faculty member . Project collaborators should provide a letter of support.

**8. Protection of Human Subjects or Animals:** As noted in the RFP, all applications must have **IRB and/or IACUC protocols** prepared (as appropriate) and be ready for immediate submission upon successful funding of the application. Pre-approval from the IRB or IACUC **is not required prior** to submission of PIR applications.

**B) PEER-REVIEW OF ALL APPLICATIONS**

# All PIR applications will be peer-reviewed utilizing the standard NIH review criteria. These criteria include: project significance; qualifications of the study team to perform the studies as proposed; innovative aspects of the proposal; scientific and methodological approach; and assessment of the quality of the environment for the performance of the proposed studies. Most importantly, reviewers will provide an Overall Impact/Priority Score for the applications, which serves as the “Final Review Score” which will be utilized to determine funding Scores and will range from 10 (Outstanding) to 90 (Unsatisfactory).

**C) TIMELINES, INCLUDING NOTIFICATION OF FUNDING DECISIONS**

Announcement of Request for Proposals Jun 30, 2014

Letter of Intent Received - MANDATORY Jul 28, 2014

Receipt of Final Application by CRI \* Oct 10, 2014

Peer Reviews Completed Nov 17, 2014

Council Nov 20, 2014

CRI Executive Committee Review Dec 1, 2014

Award Notices to Investigators Dec 23, 2014

Funds Available Jan 1, 2015

**\*MCW applicants should follow eBridge standard submission timelines (check with your department administration for department timeline requirements)**

Children’s Hospital Health System Use Only

Grant #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fund Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Purpose #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Report Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I**

**Children’s Research Institute**

**Pilot Innovative Research Award**

**Face Page**

On a competitive basis, the Children’s Hospital & Health System (CHHS) and the Children’s Research Institute (CRI) award Pilot Innovative Research (PIR) grants to CRI faculty and CHHS staff to fund *projects consistent with the* *hospital’s research mission, as well as its strategic goals and objectives*. To apply for research grant funding, complete this Form and submit no more than a 7-page Proposal plus a 2-page Budget (with justification), and a 4-page Biosketch (both in NIH format). Investigators may apply for up to amount indicated on the RFP.

**Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Key personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mail Station: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starting/Ending Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title:**

# Principal Investigator's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair or CHHS Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit** your completed application electronically (including Facepage, Abstract, Key Personnel, Proposal, Budget and Justification, Biosketch, and mentor’s and/or collaborator letters (if appropriate) to:

[ARobey@chw.org](mailto:ARobey@chw.org) by **4:00 p.m., Oct 10, 2014.**

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**II – ABSTRACT (250 word limit)**

**CHILDREN’S RESEARCH INSTITUTE**

**III – KEY PERSONNEL**

**Name Organization/Department Role on Project CHILDREN’S RESEARCH INSTITUTE**

**IV - BUDGET**

Please use enclosed PHS 398 or go to:<http://grants.nih.gov/grants/funding/phs398/fp4.doc>

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**V - BUDGET JUSTIFICATION**

(Narrative Justifying Proposed Project Expenditures)

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| --- | --- | --- | --- | --- |
| **VI -- BIOGRAPHICAL SKETCH**  Provide the following information for the key personnel and other significant contributors. Follow this format for each person.  **DO NOT EXCEED FOUR PAGES.** | | | | |
|  | | | | |
| NAME | | POSITION TITLE | | |
| eRA COMMONS USER NAME | |
| EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)* | | | | |
| INSTITUTION AND LOCATION | DEGREE  *(if applicable)* | | YEAR(s) | FIELD OF STUDY |
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**A. Personal statement.** Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor, participating faculty) in the project that is the subject of the application.

**B. Positions and Honors.** List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

**C. Selected peer-reviewed publications or manuscripts (in chronological order).** NIH encourages applicants to limit the list of selected peer-reviewed publications or manuscripts in press to **no more than 15**. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on recency, importance to the field, and/or relevance to the proposed research. When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant and arose from NIH support, provide the NIH Manuscript Submission reference number (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article. If the PMCID is not yet available because the Journal submits articles directly to PMC on behalf of their authors, indicate "PMC Journal - In Process." A list of these Journals is posted at: <http://publicaccess.nih.gov/submit_process_journals.htm>. Citations that are not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PMCID numbers along with the full reference (note that copies of publicly available publications are not acceptable as appendix material.)

Sample publications:

1. Wendt MK, Johanesen PA, Kang-Decker N, Binion DG, Shah V, Dwinell MB. Silencing of epithelial CXCL12 expression by DNA hypermethylation promotes colonic carcinoma metastasis. *Oncogene*, 25:4986-4997, 2006. PMID: 16568088.
2. Wendt MK, Cooper AN, Dwinell MB. Epigenetic silencing of CXCL12 increases the metastatic potential of mammary carcinoma cells. *Oncogene,* 27:1461-1471, 2008. PMID: 17724466.
3. Wendt MK, Drury LJ, Vongsa RA, Dwinell MB. Constitutive CXCL12 expression induces anoikis in colorectal carcinoma cells. *Gastroenterology*, 135:508-517, 2008. PMID: 18558091.

**D. Research Support.** List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). *Begin with the projects that are most relevant to the research proposed in the application.* Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.

Sample Research Support:

# Ongoing Research Support

5 R01 HL 00000-07 Baker (PI) 4/1/06 – 3/31/13

NIH/NHLBI

Ion Transport in Lungs

The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.

Role: Co-Investigator

1 R01 AI12826-01 Hoffman (PI) 9/28/07 – 9/27/13

NIH/NIAID

Intermountain Child Health Services Research Consortium

This consortium will seek to build pediatric health services research capacity and training in the Intermountain

Region.

Role: Co-Investigator

### Completed Research Support

5 R01 AI10011-05 Herman (PI) 12/01/03 – 11/30/08

NIH/NIAID

Evaluating Quality Improvement Strategies (EQUIS)

The goal of this study was to evaluate quality improvement and collaborative learning to improve asthma care in office-based pediatrics.

Role: Co-Investigator

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**VII -** Checklist for the Research Grant Proposal

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Use this checklist to prepare and organize your research grant proposal. The checklist does not need to be included with your submitted application. Proposals are submitted as a single .pdf file that includes the face page, abstract and proposal, budget and justification, biosketch, and mentors statement (if applicable).

**1. Proposals** /**Face Page–**

* 1. Face page
  2. 250-word abstract
  3. Key personnel
  4. Aims page
  5. Proposals are limited to 7 single-spaced pages
  6. Use Arial size 11 font with 1” margins
  7. References (2-page maximum) are not included with the 7-page limit
  8. Applications which require significant biostatistical support should have a biostatistical consult prior to submission

**2. Budget** **and Justification–**

1. 1-page budget with 1-page justification maximum 2-page limit
2. PHS 398 Budget Form Link: <http://grants.nih.gov/grants/funding/phs398/fp4.doc>

**3. Biosketch**–

1. Sample of the NIH format biosketch is attached
2. Limited to 15 publications and 4 pages maximum

**4. Mentors Statement and/or Collaborator Letters (if applicable)**

1. Junior investigators must include a letter of support from the applicant’s mentor that relates the proposed work to the mentee’s future career development. This mentor’s letter should include a formal mentoring plan, agreed upon by both the mentor and junior faculty member.
2. Project collaborators should provide a letter of support

**5. Human/Animal Protection Assurance**

* 1. All applications must have IRB and/or IACUC protocols prepared (as appropriate) and ready for submission.
  2. Approval from IRB or IACUC is *not required* *prio*r to submission of applications.

**6. Deadline**

* 1. Proposals **must be** received by 4 p.m. on Oct 10, 2014**.**
  2. **Send to:** ARobey@chw.org