



REQUEST FOR CTSC SEED FUNDING APPLICATIONS

APPLICATIONS DUE BY 5:00 PM ON **MONDAY FEBRUARY 14, 2011**

EARLIEST ANTICIPATED START DATE – JUNE 1, 2011

PILOT AWARD
\$50,000 (direct costs)
per year for two years

Funding Period

Year 1: June 1, 2011 – May 31, 2012

Year 2: June 1, 2012 – May 31, 2013

Objective – To create opportunities for translational team research across disciplines and institutions, and between basic and clinical scientists and the community.

PLANNING AWARD
\$10,000 (direct costs)
for one year

Funding Period

June 1, 2011 – May 31, 2012

Objective – To assist in the development of novel research ideas leading to studies with an inter-disciplinary and inter-institutional focus, ultimately eligible for pilot funding.

COMMUNITY ENGAGEMENT AWARD

\$20,000 for one year

Funding Period – June 1, 2011 – May 31, 2012

Objective – To foster research proposals and collaborations focusing on community engagement which have a direct relevance to community health concerns.

All Seed Funding Award Proposals Must Have:

- A minimum of two Principal Investigators (a Lead/Contact PI and at least one Co-PI)
- Representation by Key Personnel with salaried primary appointments from at least two separate CTSC partnering institutions (<http://weill.cornell.edu/ctsc/>). Participation of investigators from other institutions with CTSA grants is permissible, but they do not count towards the above requirement
- Representation from multiple disciplines
- No current external funding from other sources

In Addition: Pilot and Planning Award Proposals Must Have:

- Representation from Clinical and Basic sciences
- Translational focus (**near-term** potential to translate into patient-oriented research, exploratory clinical trials, or community-oriented studies). NOTE: Priority is given to proposals involving disciplines **outside** biological sciences, e.g., computer science, imaging, chemistry, mathematics, informatics, engineering

In Addition: Community Engagement Award Proposals Must Have:

- Strong community focus in a community setting
- Clear goal of facilitating the transfer of evidence-based practice community health
- Goal of fostering collaboration between the community and CTSC institutions and affiliates
- Emphasis on comparative effectiveness research and health disparities research

Eligibility

- Junior faculty (Instructor or Assistant Professor or equivalent rank within their institution)
- Residents on a research track or senior Fellows in their research year with a faculty mentor
- Graduate students with a faculty mentor
- Senior investigators (Associate Professor and above) must clearly describe in their Research Plan how their proposal represents a new research direction for them or is a novel derivative of their research
- Nurses
- No Lead/Contact PI or Co-PI may have two concurrent CTSC Seed Funding Awards and no investigator may be named on more than one application
- A senior investigator may serve as mentor on no more than two applications
- Proposals can have no other current extramural funding. It is permissible to submit proposals with pending extramural applications, but dual funding of identical proposals will not be allowed.
- Proposals that have already been re-submitted once or more than once to any CTSC Seed Funding Award mechanism (Pilot/Planning/Community Engagement) are ineligible for further re-submission.

Review Criteria

Upon submission in the CTSC electronic protocol authoring and review system (ePAR), your application undergoes review; please click [here](#) for information on review criteria.

TO START YOUR APPLICATION PROCESS

GO TO → "[Notification of Intent to Submit an Application](#)"

This will register your intent to submit an application. Shortly after submitting this form, you will be notified by email with information on how to proceed with your application using the Web-based ePAR system. When completing your ePAR application, refer to the checklist below.

APPLICATION INSTRUCTIONS & CHECKLIST

ALL APPLICATIONS DUE BY 5PM ON MONDAY FEBRUARY 14, 2011.

APPLICATIONS MUST COMPLY WITH ELIGIBILITY AND SUBMISSION REQUIREMENTS. MISSING DOCUMENTS OR INFORMATION WILL DISQUALIFY YOUR APPLICATION FOR REVIEW.

FOR WCMC-SALARIED STAFF → AN ELECTRONIC ROUTING FORM (ERF) IS NOT REQUIRED PRIOR TO APPLICATION SUBMISSION. IF YOUR PROJECT IS SELECTED FOR FUNDING, THE ERF WILL BE REQUIRED BEFORE FUNDS CAN BE RELEASED TO YOU.

Checklist for Application Submission (at time of initial submission) (all applications)

A. Required Sections in ePAR	Completed
1. Protocol Summary Page (COMPLETE ALL FIELDS)	<input type="checkbox"/>
2. Biographical Sketches - Upload as individual PDF files for all investigators and mentors; note the	<input type="checkbox"/>

new NIH biosketch format is required.	
B. Required Supporting Documents in ePAR (upload as PDF attachments)	
<p>1. Research Proposal – One PDF file with a maximum length of (3) single-spaced pages using no smaller than 11 pt Arial font. The proposal must include the following sections:</p> <ul style="list-style-type: none"> • Hypothesis and Specific Aims <input type="checkbox"/> • Scientific background, citing appropriate references <input type="checkbox"/> • Significance of research (relating specific aims to future studies to be generated) and importance of funding to feasibility of the project <input type="checkbox"/> • Research Plan (research team to be involved, study population if appropriate, methods, statistical analysis) <input type="checkbox"/> • Description of how CTSC Seed Funding will prepare the PI(s) to seek external support <input type="checkbox"/> • Timetable for potential submission of grants for extramural support <input type="checkbox"/> • References and supporting tables/figures may be submitted on 2 to 3 additional pages <input type="checkbox"/> 	
<p>2. Letters of Collaboration/ Support – Required from all investigators and other key personnel; letter should describe in detail the individual’s planned role in project. If a fellow or instructor is a Lead/Contact or Co-PI, a letter from his/her divisional and/or department head guaranteeing protected time for the applicant to complete the project is also required.</p>	<input type="checkbox"/>

AWARD NOTIFICATION

Earliest anticipated award date – June 1, 2011

By May 2011, the applicant will be notified via email whether the proposal will be funded. At that time, the applicant must complete the PHS-398 package as well as other required regulatory and compliance documents within 30 days ([click here](#) for a listing of required post-award documents). Funding is contingent upon submission of this information and failure to do so will result in disqualification.

Upon receipt of all required post-award documents, the CTSC will prepare an award agreement. Once the award agreement is signed by the appropriate institutional business official(s), WCMC Grants and Contracts will review and sign the agreement and notify the CTSC that funding can be released.

Budget Notes

- No external funding from other sources can support this proposal
- Items not allowed: 1) Capital or depreciable equipment over \$2500; and 2) Computer hardware (laptops, desktops, etc.)
- Supplies are allowed only if they are of a consumable nature and directly related to the CTSC seed funding project. In addition to consumable, directly related supplies, funding can be used for personnel support, meetings, conferences, travel, or costs associated with generating/purchasing data sets.
- Funding requests for travel and/or other supplies must be directly related to the project and be clearly outlined in the budget justification

For a fast start on spending your award funds:

No expenditures related to human subjects or animals will be permitted until the CTSC is provided with a copy of the official IRB/IACUC letter of approval, including consent forms or any other requested related documents. Investigators are **strongly encouraged to submit IRB and/or IACUC protocols early** in order to avoid significant delays in project initiation. Applicants must also be current on institutional compliance regulations.