

LA CaTS/DRC Pilot Grants Program

SPECIAL ROUND: 2019 DIABETES FOCUSED PILOT GRANT APPLICATION INSTRUCTIONS

PURPOSE: The Louisiana Clinical and Translational Science (LA CaTS) Center is focused around the theme of “*prevention, care and research of chronic diseases in the underserved populations of Louisiana*”. The LA CaTS Center is requesting applications for multi-institutional, multi-investigator awards **focused on diabetes**. The goal is to develop collaborative research that results in highly significant preliminary data that can be used to compete for federal grants (e.g., R01) related to diabetes and associated complications. We encourage **applications related to sex differences in diabetes and related complications as well as health disparities in populations disproportionately affected by diabetes**. This effort is undertaken as a first step towards the development of a new Diabetes Research Center grant in Louisiana.

This program will **encourage junior investigators** to approach problems relevant to our understanding of metabolism and function while increasing our understanding of the basic and clinical aspects of diabetes.

The total amount of the award for each project may vary depending on the scope of the project and the number of collaborating institutions. Total available funding for this initiative is \$180,000 for one year. This sum will allow the funding of one large or two smaller awards. The number of awards funded will depend on the total number of competitive submissions and their related budgets.

Eligibility Criteria

This special emphasis multi-institutional program is available to researchers from the three institutions which are providing support: Pennington Biomedical Research Center, Tulane University (including the School of Medicine, School of Public Health and Tropical Medicine, and National Primate Research Center) and LSUHSC–New Orleans School of Medicine. Junior investigators such as full-time Assistant (or non-funded Associate) Professors as well as senior Post-Doctoral Fellows at the participating institutions are eligible to apply in collaboration with more senior mentors at the partner institutions. Applicants must hold a PhD, M.D., or equivalent degree.

A pre-application will be requested prior to full applications to ensure eligibility and appropriateness of the research topic.

- Junior investigators are those who do not have current or previous NIH (or equivalent) independent research support (excluding fellowship or career development awards)
- Senior postdoctoral fellows need to be part of the institution for longer than 1 year and have potential for being appointed to a full faculty position.
- Teams of junior (faculty or senior postdoc) and senior faculty (senior as mentor only) working together to tackle a question of high priority to diabetes.

- Collaborative teams between basic, clinical, and population researchers working together to develop translational studies that pursue questions of high priority in diabetes research. Collaborative projects with multiple areas of expertise are strongly encouraged.

Criteria for Selection and Scoring Method

All applications will be sent to a minimum of three reviewers assigned by the Review Committee, and the applications will be scored based on the following review criteria:

1. Does the project meet the objectives of the LA CaTS Center to enhance translational research and the development of a future Diabetes Research Center?
2. Does the project provide the opportunity of obtaining the necessary preliminary data to compete for a large federal grant, i.e. NIH R-, P-, or U- mechanisms?
3. Is the project feasible within the time and budget constraints requested?
4. Is the project a collaboration between at least 2 investigators from participating partners?
5. If the project involves population research, does it follow the Community Based Participatory Research model and consider effective health communication strategies to recognize and address differences in culture, language and health literacy between investigators and community members?

The criteria will carry equal weight, and the overall scores will be based on the current NIH scale of scoring ranging from 1.0 (outstanding, few weaknesses) to 9.0.

TIMELINE:

Announcement Released: November 9, 2018

Pre-application Deadline: February 1, 2019 by 5:00pm CST; Pre-applications **must** be sent by email to info@LACaTS.org. Applicants will be notified directly if, based on their pre-application, they are selected to submit a full application for the competition. **See Pre-application Guidelines below for requirements.**

Announcement for Full Application Submission: February 15, 2019; Applicants will be notified directly if their pre-application is selected to move on to the full application stage of the competition. Notice of selected pre-applications will also be sent to the Grants/Sponsored Projects Office or designee at each applicant's respective institution.

Full Application Deadline: April 15, 2019 by 5:00pm CST; Applications **must** be submitted online on the [LA CaTS Center SPARC Request System](https://sparc.lacats.org) (<https://sparc.lacats.org>). Applicants will need to create a profile and answer basic information about the proposal before uploading the application. More detailed instructions will be sent to the selected applicants.

- Please submit in **PDF format in color** on the LA CaTS website.

Announcement of winner(s) on May 20, 2019

Earliest Anticipated Start Date: July 1, 2019; Projects selected for funding may begin after project and assurances (IRB/IACUC) are reviewed/approved by NIH.

Pre-application GUIDELINES:

Pre-applications accepted for review **MUST** include the following information:

- Project title, Principal Investigator, or Co-Principal Investigators and their inter-institutional or multi-disciplinary collaborations.
- Abstract of intended work including a clinical research component or potential for a clinical component utilizing human subjects.
- Statement that the applicant's Sponsored Projects/Grants Office (s) were notified of the pre-application submission.
- If applicable, list any current or pending funding from another NIH IDeA (Institutional Development Award) program (i.e. COBRE, INBRE, etc.) for the Principal Investigator. Include the funding period start and end dates.

FORMAT OF FULL APPLICATION:

The application packet must include the following (applicants are required to use the NIH PHS 398 forms):

- NIH Form Page 1: Face Page (signed by authorized institutional representative of each institution)
- NIH Form Page 2: Summary, Project/Performance Sites, Key Personnel, etc.
- NIH Form Page 4: Detailed Budget for Initial Budget Period
- NIH Form Page 5: Budget for Entire Proposed Project Period and Detailed Budget Justification
- NIH Biosketch of PI (or Co-PIs) and Co-investigators (including personal statement and other support).
- LA CaTS Project Data Form (*found on website, at the bottom of RFA instructions*)
- LA CaTS Core Service Planned Usage Form (*found on website, at the bottom of RFA instructions*)
- Abstract of purposed work (150 words or less) for dissemination purposes if awarded (i.e. LA CaTS website, LA CaTS governing & advisory boards, LA CaTS Center meetings, etc.).
- Research plan (**5-page maximum excluding references, Arial 11, single-spaced**).
 - A. Specific Aims
 - B. Research Strategy
 1. **Significance** (address translational relevance and transition to external funding), including how project fits with LA CaTS Center theme and how it has potential to be applied to clinical practice.
 2. **Innovation** Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention[s] to be developed or used, and any advantage over existing methodologies, instrumentation or intervention[s].
 - Provide brief description of any background intellectual property associated with the proposed research. Please contact your institution's Office of Intellectual Property for assistance.
 3. **Research Approach** Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project; please include anticipated use of Center resources and institutional environment.
 4. **Statistical Analysis** Applicants are **required** to consult with the LA CaTS Biostatistics & Epidemiology Core regarding their statistical plan, and provide a plan for approval to the Core OR work with the Core to develop a statistical plan. If the applicant has a statistician, the statistical plan proposed must be sent to the LA CaTS Biostatistics & Epidemiology Core (Biostatistics@LACaTS.org) for review prior to submission of the full application. **[This is a requirement for submission.]** Requests for a biostatistical consultation are made online on the [LA CaTS Center SPARC Request](https://sparc.lacats.org) website (<https://sparc.lacats.org>). *Please provide acknowledgement of this requirement in the proposal.*
 5. **Future funding plans** Explain how successful completion of the study will lead to future funding applications.

6. **Timeline for project completion** Outline major milestones for project completion over the one-year timeframe and include regulatory approvals.

When **Human Subjects** are involved, please address the following:

- A. Protection of Human Subjects plan (<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/supplemental-instructions-forms-d.pdf>)
- B. Inclusion of Women and Minorities
- C. NIH Inclusion Enrollment Report (<https://grants.nih.gov/grants/forms/inclusion-enrollment-report.pdf>)
- D. Inclusion of Children

When **Vertebrate Animals** are included, please also provide a Vertebrate Animals Section that addresses the following:

- A. Detailed description of proposed use of animals. Identify species, strains, ages, sex and numbers of animals to be used.
- B. Justify use of animals, choice of species and numbers to be used.
- C. Information on veterinary care to be provided.
- D. Describe procedures for ensuring discomfort, distress, pain and injury will be limited to that which is unavoidable in the conduct of scientifically sound research (describe analgesic, anesthetic and tranquilizing drugs, and/or comfortable restraining devices).
- E. Describe any method of euthanasia to be used and reason(s) for selection. State whether method is consistent with AVMA recommendations.

- NIH 398 forms can be found at: <http://grants.nih.gov/grants/funding/phs398/phs398.html>

If necessary, additional materials, such as reprints (2 maximum) or letters can be submitted as an appendix, such as:

- Copy of submission to IRB or IACUC if project involves human or animal subjects. The submission to the IRB/IACUC will be requested as per the NIH practice of Just-In-Time (JIT) mechanism.
- If project requires a sponsor, consultant or collaborator, this individual must write a letter of support for the application and clarify any potential overlap between their support and the subject of the proposal. This letter should accompany the application.
- NIH Biosketch including personal statement from the mentor and "Other Support" if currently independently funded.

Allocation and Expenditure of Funds

Expenditures Allowed:

- Technical and clinical staff salary support
- Subject stipends
- Special fees (pathology, photography, etc.)
- Research supplies and animal maintenance costs directly related to the project
- Consulting costs directly related to the project
- Publication costs, including reprints
- Subawards (follow NIH policy)

Expenditures NOT Allowed:

- Principal Investigator or Co-investigator salary support
- Secretarial/administrative personnel salary support

- Office equipment and office supplies
- Computers
- Tuition
- Domestic or Foreign Travel
- Dues and membership fees in scientific societies
- Honoraria and travel expenses for visiting lecturers
- Equipment costing more than \$5,000
- Alterations and Renovations

The LA CaTS Center Cores and Resources offer many no-cost or discounted services for pilot grants. Similarly, award winners will have access to the NORC core facilities if necessary. Applicants are strongly encouraged not to budget for services (i.e. biostatistics, community engagement, clinical sites, etc.), which the LA CaTS Center Cores and Resources can provide.

Please check the NORC website <http://NORC.pbrc.edu>. You can contact the Directors of the NORC Cores if information is needed regarding a specific Core [Human Phenotyping - Corby Martin (http://norc.pbrc.edu/human_core.asp), Molecular Mechanisms - Michael Salbaum (http://norc.pbrc.edu/molecular_core.asp), and Animal Models - Randy Mynatt (http://norc.pbrc.edu/animal_core.asp)]

Although facilities and administrative costs are allowed under the terms of the prime award, it is our belief that these funds should be used in the spirit intended (i.e. direct costs only) in support of this project. It is suggested for an award of this type, institutions forego the facilities and administrative costs and consider these costs as matching funds for the project.

CONSULTATIONS WITH LA CaTS Center CORES & RESOURCES

In addition to the required consultation with the LA CaTS Biostatistics & Epidemiology Core for the proposal, applicants are encouraged to consult with other LA CaTS Cores and Resources during proposal development and the pilot grants application process. To request a consultation or to review all available services, please go to [LA CaTS Center SPARC Request](https://sparc.lacats.org) (<https://sparc.lacats.org>) and search the service catalog for the necessary services.

Additional Information: Please check the LA CaTS website or email questions to info@LACATS.org.