RESEARCH SERVICES PILOT FUNDING PROGRAM

Request for Proposals – March 2012

The University of Minnesota (UMN) Clinical and Translational Science Institute (CTSI) announces the Research Services Pilot Funding Program. This program is designed to increase the competitiveness of UMN investigators for extramural funding to investigate novel questions in the clinical setting. A Request for Proposals (RFP) will be issued twice each year: in September (funding expected to begin in January) and in March (funding expected to begin in July). The program provides support to cover costs of clinical research support services that allow investigators to gather preliminary data for clinical research projects.

Clinical research support services include fee-for-service provided by Clinical and Translational Research Services and include but are not limited to Research Project Management, Biostatistical Design and Analysis Center (BDAC), Clinical Research Implementation Services (CRIS) services/support, Informatics Consulting Service (ICS), and Biomedical Ethics Consulting Service. Services not provided by CTSI, such as specialty laboratory services and Fairview Investigational Drug Services, may also be covered by the award. This process must be used for requests from $5,000 to $25,000 of support services.

Please note that the application process outlined in this RFP does not apply to requests for less than $5,000, which can be submitted at anytime by submitting a Request for Services in the Clinical Translational Research Portal; these requests will be reviewed and awarded within 10 days. Call 612-625-2874 or email ctsi@umn.edu for assistance.

Full proposal text is limited to 750 words.

Junior investigators (Assistant Professors with less than or equal to five years service at UMN) are encouraged to apply and specific funds have been set aside. The most successful applications will present projects representing a new line of research or inquiry into issues that affect human health. Successful applications will show the promise of developing into long-term research projects that will attract larger grants from NIH or other federal, state, or private funding agencies.

A total of $100,000 is available in this award cycle. Approximately four grants are expected to be awarded by June 30, 2012.

RESEARCH SERVICES PILOT FUNDING PROGRAM SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>RFP released</td>
</tr>
<tr>
<td>March 20</td>
<td>Question and Answer Session for Applicants</td>
</tr>
<tr>
<td></td>
<td>(Details TBA; accessible by conference call or recorded for webinar access)</td>
</tr>
<tr>
<td>May 15</td>
<td>Full Proposals due</td>
</tr>
<tr>
<td>May 25 - June 10</td>
<td>Proposal review process</td>
</tr>
<tr>
<td>June 20</td>
<td>Awards announced</td>
</tr>
</tbody>
</table>

October 2011
Eligibility:

Investigators: Must be a researcher at any University of Minnesota campus (Twin Cities, Rochester, Duluth, Morris, Crookston). A researcher must have a faculty appointment at the University of Minnesota.

Fields of Research: All projects must represent a new area of inquiry not currently supported by existing funding. Project must address issues that impact human health.

STEP 1: THE PROPOSAL

Proposal format:

1. **Cover page** to include the project title, the names and departmental addresses of the Principal Investigator, Co-Investigators, other key personnel, and three to five key words that characterize the content of the proposal.

2. The **full proposal narrative** should be organized as follows and limited to 750 words:
   - Importance and scope of the health issue to be addressed;
   - Specific research hypothesis or question(s), and specific aims and objectives;
   - Feasibility (e.g., availability and access to subjects, ethical considerations, etc)
   - A brief summary of your project design;
   - The potential impact of your research on improving human health.
   - Next steps: How do you intend to disseminate your pilot project findings? What are your plans to continue this line of research, including plans for securing additional funding?

3. Appendix
   - Identify **milestones** and dates for progress on your project. The project will be completed within 12 months from the start date.
   - **Biosketches, resumes, or CVs** for key personnel (limit to 3 pages each) including all current and past funding
   - **Budget**: Please include a budget and budget justification. The budget will include all study expenses and a justification for each proposed expenditure. To make accurate cost estimates, quote the CTSI or other organizational fee schedule. As appropriate, detail the CTSI/CTRS services required to complete the pilot project. Note that services can include CTSI personnel such as coordinators, nurses, CMAs. Investigator salaries are not permissible charges. Funding requests may not exceed $25,000 in total costs.
   - **Literature citations**
   - **Letters of collaboration/support**: Provide support letters (as appropriate) from any community or University collaborators not included as a co-PI, including as appropriate senior faculty mentors and project consultants. Letters should describe specific details of the collaboration, support, mentorship or consultation.
Projects will be supported for a one-year period. Anticipated start of all projects will be July 1, 2012. All funded projects will be expected to submit a six-month progress and a twelve-month final report to CTSI.

**Agreements upon Funding:** Funded investigators agree to register their project with CTSI. As appropriate CTSI resources will be used to complete work on the project (i.e., grant for “in-kind” services) and work with the resources available through CTSI, as appropriate, to complete their projects. By accepting the CTSI Pilot Funds for a project, the investigator agrees to budget for CTSI services appropriate to the study in any subsequent funding request to continue or expand the pilot studies.

**Submission:** Applications must be submitted by email to ctsi@umn.edu. Applications must be transmitted no later than 5:00 pm (CST) on May 15, 2012 for consideration.

---

**REVIEW AND AWARD NOTICE:**

Completed applications will be reviewed using the following criteria:

- Does the project address a health issue of significance, and if successful, will human health be improved?
- Does the project have adequate and qualified personnel?
- Do the co-investigators have the appropriate training and/or experience necessary to carry out this project?
  - Is the overall strategy well reasoned and appropriate to accomplish the specific aims of the project?
  - Does this pilot project show the potential to secure extramural funding for a larger study? Is a concrete plan for securing extramural funding described?
  - Will the project benefit from CTSI services requested?

Applicants will be notified of the funding decisions by June 20, 2012.

**Questions:** Questions and/or requests for technical assistance should be directed to ctsi@umn.edu or 612-625-2874.