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

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PROGRAM PROCESS OVERVIEW

TIMELINE
Application Deadline: November 30, 2018, 5:00 pm EST
Award Start Date: April 1, 2019

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. Funds are not transferable across institutions. Budgets should be well-justified and commensurate with the substantive work to be conducted at each site.

SUBMISSION PROCESS
A single PI must 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 November 30, 2018 at 5:00 pm EST**. See **Checklist** for application content. Applications *must* be submitted using the application system.

The Contact PI and each Site PI must register in the application system to allow each Site PI to be listed as a Co-PI in the application system. Additionally, for each Contact and Site PI a business administrator sign-off is required, PI's from Penn should list their business administrator, PI's from all other sites should choose the site specific BA from the following list: Johns Hopkins University- Mark Garcia, University of Chicago- Sonya Redmond-Head, University of Pittsburgh- Will Hierholzer, Washington University in St. Louis- Denise Zurliene, and Yale University- Nicholas Licht

AWARD PROCESS
For selected applications, Just-In-Time requests will be initiated 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.

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. To be uploaded under "Abstract" as one PDF.

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. Sections A, B and C should be uploaded as one PDF under "Research Proposal". Section D should be uploaded under "References".

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 4: SITE SPECIFIC PARTNER FACE PAGE
A Site Specific Partner Face Page must be included for the main PI of each collaborating site. The Site Specific Partner Face Page (Form Page 4) for each site should be uploaded as a single PDF by the contact PI.

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. Form Page 5 should be uploaded as a single PDF under detailed budget. Budget Justifications should be uploaded as a single PDF under Budget Justification. Form Page 5 and the Budget Justification should be completed by each participating site and then uploaded into the Application System only by the Contact PI.

1) **Summary Budget Form Page 5** – Complete the SPIRiT Summary Budget Page for the period of 4/1/19 – 3/31/20.

   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. Biosketches from the contact PI's Site should be uploaded as one PDF under the PI's NIH Biosketch. PI's from the other sites should be added as Co-PI's and any biosketches from their site should be uploaded as a single PDF under the Co-PI NIH Biosketch. Each site PI will need to have an account in the application system in order to be associated with an application, please ensure that each Co-PI registers for an account.

CHECKLIST
_____ Face Page (Form Page 1)
_____ Abstract, Impact, Performance Site/Resources (Form Pages 2/3)
_____ Research Plan (5 page maximum for sections A-B)
_____ Milestone 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
Please visit our FAQ page for answers to our most common application and award related questions:
https://medicine.yale.edu/ycci/researchers/programs/spirit/

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 or Janet Palmer, 410-614-0798, jmp@jhu.edu

University of Chicago
Sonya Redmond-Head, 4-3810, srhead@bsd.uchicago.edu

University of Pennsylvania
Jason Molli, 8-8264, molli@upenn.edu or Lorri Schieri, 3-0900, schieril@upenn.edu

University of Pittsburgh
Will Hierholzer, 412-864-3484, wih22@pitt.edu

Washington University in St. Louis
Jaimee Stagner, 314-362-6325, jstagner@wustl.edu

Yale University
Helen Seow, 203-737-4512 helen.seow@yale.edu or Nicholas Licht, 203-785-7467, nicholas.licht@yale.edu