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Request for Applications for Pilot Grants

Brooklyn College Cancer Center BCCC-CURE, Brooklyn College

SUB-AWARD REQUIREMENTS

Eligibility Requirements

1.) Full-time faculty at Brooklyn College within the first 6-years of initial appointment, or faculty transitioning to Cancer Research from related areas

2.) Have not obtained R-level funding for Cancer Research

Grant Mechanism	Total Budget	Grant Term	# Of Grants Supported
Pilot Grants	$40,000 per grant per year	1 year	3 per year

APPLICATION REQUIREMENTS FOR SUBAWARD GRANT MECHANISMS

When preparing applications for the sub-award mechanisms, please include the following requirements

Grant Mechanisms	Requirements	Page limits
Pilot Grants	1. Candidate Biosketch (NIH Biosketch template)	5 pages
	2. Research Plan (B-F)	5 pages
	3. Career Development Plan	3 pages or less
	4. Compliance	No page limits
	5. Recommendation Letters	Three letters (no page limits) for junior faculty, one letter for transitioning faculty

1. **BIOSKETCH OF THE APPLICANT** Complete the NIH Biosketch template, following the format and instructions provided by the NIH. In addition, please provide all post-doctoral research experience in the Mentored Training section. Note: The Biographical Sketch may not exceed 5 pages.

2. RESEARCH PLAN

Section A below (Specific Aims) should not exceed 1 page. Sections B- F below must not exceed 5 pages for Pilot Grants. These page limits do not apply to Sections (G) through (J).

A. Specific Aims (not to exceed 1 page) List the hypothesis, objectives and goals of your proposed research and briefly describe the scientific aims.

B. Background and Significance Concisely summarize and critically evaluate the literature. Provide a model (i.e., animal model, or conceptual model) or theoretical framework guiding your research. Specifically state how the successful completion of the work proposed will advance scientific knowledge and/or aspects of clinical practice that are important for better understanding cancer or management of cancer patients or reduce burdens from cancer.

C. Cancer Relevance How is this research relevant or how will it impact persons at risk for, or living with, cancer and their family members and/or caregivers? The relevance to cancer may be indirect, but the connection must be clearly articulated by the applicant.

D. Innovation What is the potential that the proposed study will challenge and seek to shift current research understanding or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Does the research propose meaningful improvements or address critical gaps?

E. Preliminary Studies Provide results of your prior research that are relevant to this proposal. Preliminary data aren't expected or required. Reprints or preprints may be included in the Appendix. Note that the entire application is considered confidential.

F. Research Design Describe your overall hypothesis, proposed methods, procedures, and data analysis in enough detail to permit evaluation by other scientists; include your rationale for approaches and analysis. Explain your project's feasibility and how the experiments proposed will address the Specific Aims. Discuss potential difficulties and limitations of your proposed methods and provide alternative approaches. Inclusion of an experimental timeline can be helpful.

G. Experimental Details (optional – not to exceed 3 pages) This section is available if more in-depth description of the experimental design, technologies, or assays are needed to convey the specific approaches and procedures proposed. This section is also appropriate for articulating specifics regarding how you plan to use findings from this research to inform a larger study.

H. Environment for Research and Training Briefly describe the existence of an appropriate academic and research environment for the proposed research study and/or training program, including: • departmental and other institutional personnel.

• ongoing research and other relevant activities.

• facilities and resources.

• access to any populations or individuals to be studied.

• relevant collaborative relationships; and

• any relevant accreditation from professional societies or organizations. Describe how the presence of these resources will directly benefit you and your research.

I. **Statement of Science Outreach and Advocacy** (not to exceed 1 page) ACS considers it important that scientists communicate the results of their research to a wide range of communities. Explain the potential impact of your proposed project on your community, and to the ACS's mission to save lives, celebrate lives, and lead the fight for a world without cancer. Share any previous experiences in science outreach and advocacy. Describe

your plans for disseminating your work in the cancer arena through advocacy, awareness, education, or service. Please include your plans for sharing your research and research findings with your (non-academic) community members and for engaging with community partners in the dissemination process.

J. References Each literature citation should include title, authors, book or journal, volume number, page numbers, and year of publication. There is no page limitation; this section is not included in the research plan page limit of Sections (B) through (F).

3. **CAREER DEVELOPMENT PLAN**

Summarize plans for career development.

Pilot Grants: Describe the candidate and their career development goals. How will the candidate participate in the career development activities being supported by the Career Development Enhancement Fund?

4. COMPLIANCE (Required for any grants dealing with human or animal subjects)

Human Subjects

Selection of study population. When conducting research on humans, provide the rationale for selection of your target population including the involvement of children, minorities, special vulnerable populations, such as, neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations*. This should include research subject gender and the rationale for why certain populations may be excluded based on your research question and specific aims. The institution is required to ensure IRB approval is obtained for the grant to start, and the approval documentation is uploaded into proposal CENTRAL within 3 months of grant activation. Complete the planned enrollment form based on your proposed study sample size to estimate the total number of subjects by primary ethnicity and race, race/ethnicity subgroup (if applicable) and gender. Also include estimates of the sample distribution by gender and race and ethnicity (if available). For example, if your sample size is 200, to complete the total number for the subjects' column by race (based on what you know about the population demographics or the existing dataset you plan to analyze) multiply by the estimated percentage.

Estimated percentage of the Subjects	Estimated total number of population by race
50% White	100 (200 x 0.50)
49% AA	98 (200 x 0.49)
1% Asian	2 (200 x 0.01)

For applicants performing non-human subjects research, please check the box that most appropriately describes your research.

Potential benefits and risks and knowledge gained Succinctly describe the potential benefits and risks to subjects (physical, psychological, financial, legal, or other). Additionally, provide justification for why potential risks to subjects are reasonable in relation to the anticipated benefits to research participants and others. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits of the alternative treatments and procedures, to participants in the proposed research.

Research Specimens and Data If the proposed research involves biospecimens, provide a description of how the research material will be obtained from living subjects and what materials will be collected. Additionally, describe the specific non-biological data from human subjects and how it will be collected, managed and protected (e.g., demographic data elements), including who will have access to research data and what measures will be implemented to keep personally identifiable private information confidential.

Collaborating sites List any collaborating sites where research on human subjects will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how

data from the site(s) will be obtained, managed, and protected. Note: See the Department of Health and Human Services Office of Research Protection Subparts B-D for additional protections for vulnerable populations. http://www.hhs.gov/ohrp/policy/populations/index.html

Vertebrate Animals IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to proposal CENTRAL immediately upon approval. Provide the rationale for inclusion of live vertebrate animals according to the

1) necessity for the use of the animals and species proposed;

2) appropriateness of the strains, ages, and gender of the animals to be used for the experimental plan proposed; and

3) justifications for, and appropriateness of, the numbers used for the experimental plan proposed. When completing the Targeted Enrollment Table, select non-human subjects' research and check the box that most appropriately describes your research.

Biohazards Briefly describe whether materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment, and describe what protections will be used to mitigate any risk. The assessment related to biohazards should include potential biological or chemical hazards.

Authentication of Key Biological and/or Chemical Resources Briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies. Key biological and/or chemical resources may or may not be generated with ACS funds and:

1. may differ from laboratory to laboratory or over time.

2. may have qualities and/or qualifications that could influence the research data; and

3. are integral to the proposed research.

These include, but are not limited to, cell lines, specialty chemicals, antibodies, and other biologics. Researchers should transparently report on what they have done to authenticate key resources, so that consensus can emerge. Standard laboratory reagents that are not expected to vary do not need to be included in the plan. Examples are buffers and other common biologicals or chemicals. Information in this section must focus only on authentication and/or validation of key resources to be used in the study; all other methods and preliminary data must be included within the page limits of the research strategy. Applications identified as non-compliant with this limitation may be withdrawn from the review process.

5. LIST OF RECOMMENDERS List the name, title, and email address of three persons, other than your proposed mentor(s), who can critically appraise your qualifications. They should be able to comment on your character, motivation, maturity, general knowledge, ability to use research techniques, originality, specialized experience, and training.

Key Dates to Remember:

***Application Due Date*: March 29th**

For questions please contact:

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