



Request for Applications

PILOT FUNDING FOR RESEARCH USE OF CORE FACILITIES

A JOINT INITIATIVE WITH THE FOLLOWING INSTITUTIONS:

INDIANA UNIVERSITY, PURDUE UNIVERSITY, & UNIVERSITY OF NOTRE DAME

ELECTRONIC RECEIPT DATE: March 31, 2025

THIS MUST BE SUBMITTED USING THE APPLICATION FORM FOUND [HERE](#)

Please be aware that this mechanism has moved to an annual (only) submission. Awards for use of Core services between April – December can be requested via the [Project Development Teams](#). Email [Tammy Sajdyk](#) with questions

Applications are submitted through the Indiana CTSI's grants management software WebCAMP.

The WebCAMP user's guide is available under the funding announcement here:

<https://indianactsi.org/translational-research-development/open-funding-opportunities/>

Questions, please contact Julie Drisco at judrisco@iu.edu / 317-278-2822

INFORMATION FOR APPLICANTS

GENERAL:

The Indiana CTSI Pilot Funding program is intended to promote the use of technologies and expertise afforded **by the Core Facilities with Indiana CTSI designation** available at all partner institutions (<https://indianaactsi.org/servicecores/>). The Indiana CTSI Core Pilot Grants program has the specific goal of funding projects with outstanding scientific merit that can be linked to generating extramural funding or novel intellectual property (IP). Success of the program is viewed, in large part, by the fostering of new funded grants or providing significant contributions to grant renewals. Proposals will be assessed for the likelihood of generating new IP or extramural grant support along with scientific merit. The application must make clear how an award will contribute to future extramural funding or IP generation. Therefore, it is important to include specifics regarding the anticipated scope and sources of funding of the resulting proposals for the committee to discern why pilot funding is needed in addition to funds currently available to the PI.

Examples of eligible projects include (i) obtaining critical preliminary data for a grant application (either a new award or competing renewal), (ii) obtaining a critical reagent or resource for new studies (a new transgenic or knockout mouse model, for example), (iii) pilot experiments to test a new idea or establish a new line of research, or (iv) assistance in the development of intellectual property. While this pilot funding program is not a mechanism that can be used by a core to develop a new protocol, projects may serve as a feasibility demonstration if they will then lead to external funding.

The application must make clear what will be done by the core and what will be done by the investigator's laboratory. All awarded funds can only be spent on core services. **This funding mechanism does not provide funds for an investigator's expenses aside from direct use of core facilities.**

Applications to this program have a maximum requested amount of \$10,000; projects are two years in duration.

WHO MAY APPLY:

IUSM: All full-time faculty, regardless of tenure status, having a primary appointment as Assistant Professor or Assistant Scientist and above, are eligible to apply. This eligibility includes those faculty appointed as part-time Assistant Professor or above, if they are geographically full-time. Faculty that hold the title of visiting rank must discuss eligibility with the Indiana CTSI and obtain prior approval by emailing trnslddev@iu.edu. **This mechanism is not open to postdoctoral fellows.**

IUI/IUB: All faculty at or above the Assistant Professor/Scientist/Scholar level regardless of tenure status, if approved to serve as a PI by the institution's central research office.

Purdue: All tenured or tenure-track West Lafayette faculty at or above the Assistant Professor level; all research professors; all clinical faculty; all non-faculty approved for PI status.

Notre Dame: All regular faculty.

RESTRICTIONS:

1. Facilities and Administrative costs, or indirect costs, are not allowed.

2. **Awarded funds will be ‘deposited’ with the specified Indiana CTSI core and can only be used for core services. Expenses other than for core services are not allowable.**
3. Institutional support must be indicated by completion of all signatures on the application pages. Facsimile or electronic signatures are appropriate.

APPLICATION GUIDELINES

1. **Funding is for the use of Indiana CTSI-designated core facilities only.** Information describing each eligible core is available at <https://www.indianactsi.org/servicecores/>.
2. There is a maximum \$10,000 limit per proposal **and funding may ONLY be used for services provided by the Core.** The Committee expects that many proposals will request less funding. If more than one Core service is requested, the budget must clearly indicate how much will be spent per Core.
3. You may submit more than one proposal for a given deadline, but you **MUST** indicate your priority ranking of your applications.
4. Answers to the four questions below must be submitted on the WebCAMP form. These answers will be part of the application that is submitted to reviewers. Answers should be brief but informative (i.e. “curing cancer” is not the best response for the second question).
 - How will the proposed research facilitate a grant application or intellectual property?
 - What is the need in human health care that this addresses?
 - How could this research ultimately be translated to improve human health?
 - Why is the core needed for this project?
5. The two page “**Research Plan**” section of successful applications will clearly describe how pilot funding from this mechanism will aid in either “jump-starting” a project, strengthen a planned or pending submission, or result in the development of intellectual property.
 - For new project submissions, **this section may not exceed two single-spaced 8.5 x 11 pages** with 1/2 inch margins on all sides. Font must be 11 points or larger and be similar to Arial, Helvetica, or Georgia.
 - The proposal should contain some background for the project to assist reviewers in situating the specific aim(s).
 - At the end of the proposal, discuss the specific aims of the targeted future funding to allow evaluation of whether the expected outcome of this pilot proposal will lead to future funding or development of intellectual property.
 - Please remember that while we make every effort to secure reviewers with specific expertise, this is not always possible. Avoid non-standard abbreviations and technical jargon
6. If your proposal is a **resubmission** of a previously reviewed CTSI Core Pilot application, you must include an additional ½ page describing how your current application addresses reviewer concerns.
7. A references section should be included but is not considered in the 2-page limit (item 5).
8. A biosketch must be provided for each PI and co-PI using the current NIH format. Each biosketch is limited to 5 pages in length and should include a personal statement relative to this proposal, positions, honors, contribution to science and selected research projects that are most relevant to the proposed project. Information on the NIH format biosketch can be found within the [PHS398 application instructions document](#).

9. An “other support” section must be included in NIH format for each investigator. This section is not subject to a page limit. It must provide details of all grant funding. This includes any funding through program projects, centers, joint grants and any other mechanisms. If other grant support is available, the relevant specific aims of those awards must be included. If no other relevant funding is available, please submit an “other support” page noting this status.
10. **The Core Director must concur with the suitability of the use of the Core and the cost involved.** A letter from the Core Director is required and must be included in the application. It is strongly recommended that you contact the Core Director no later than 10 business days before the submission deadline. Core Directors who are not given at least 10 business days to consider the proposal’s suitability may, at their discretion, refuse to provide a letter. Any application that does not contain a letter from the Core Facility Director will not be reviewed by the Committee.
11. **Proposals are due March 31, 2025 and must be submitted online via the ‘Start a Submission’ link here: [CTSI Core Pilot Link](#) and using the application form found there.**
12. The number, size, and scope of the final Core Pilot awards will be determined by the Indiana CTSI Strategy Committee. **Note that feedback from the results will be disseminated to the PI and to the Core Director(s) to assist with any possible resubmissions.**
13. Projects should have a start date no earlier than **July 1, 2025** and the requested project period may not exceed **24 months**.

Applications should follow this sequence, using the Core Pilot application form (note pagination will vary depending on content included):

- Page 1-2** **Face Page:** specify the proposal title, the principal investigator and his/her affiliation, the total dollar amount requested, and up to five keywords that describe the project (to be used in identifying reviewers). Indicate the CTSI core facility to be utilized.
- Page 3** **Abstract.** The abstract should be a succinct and accurate description of the proposed work (500 word maximum) and communicate the relevance of the project and specific aims. Use plain language understandable by a general audience.
- Page 4 -5** **Research Plan:** Describe the scope of the overall project and justify how the funding requested will aid in either strengthening a planned or pending submission or “jump-starting” a project with a high likelihood of generating external funding or IP. Proposals must clearly state the project’s research connection to human health.

Describe the rationale behind the proposed approach and how the preliminary data generated from the core facility will be used to support your hypothesis. Briefly describe the preliminary work that led to this proposal. Clearly state the proposed experiments and the role of the core facility.

- The proposal should contain some background for the project to assist reviewers in situating the specific aims.
- At the end of the proposal, discuss the specific aims of the targeted future funding to allow evaluation of whether the expected outcome of this pilot proposal will lead to future funding or development of intellectual property.
- For basic science proposals, include how this project is translatable (e.g., how will this research ultimately lead to the production of promising new therapeutics or devices that will improve human health).

- Clearly state the plans for pursuing the next step / external funding, including the timeline, funding agency, funding opportunity announcement, etc.

The research plan must not exceed the TWO PAGE LIMIT **except** for resubmission applications, which are permitted an additional ½ page to describe how the current proposal specifically addressed the previous reviewers' comments.

- Page 6**** **References:** Not included in the 2-page limit. They should be inserted after the text of the research plan.
- Page 7**** **Budget** (very brief): Limit the proposed budget to the cost of services provided by the Core(s). Each Core's costs should be specifically designated. Provide the source of your cost estimate.
- Page 8-12**** **Biosketch:** Include a biographical sketch of the principal investigator in **the current NIH format** including a personal statement (5-page maximum per investigator) and for all additional investigators listed on the project (PI + co-PI + co- investigators)
- Page 13**** **Other Support:** must be included for each investigator in the NIH format. It is critical that the Other Support page be clear, detailed and include funding through program projects, centers, joint grants, etc., as well as the role of the applicant in each grant and any potential overlap.
- Page 14**** **Letter from Core Director:** Indicate agreement with the use of the core and the cost (if the project plans to use more than one Core, please submit all necessary letters for each Core).
- Page 15+** **Supporting Information:** Attach as an addendum any supporting materials (e.g. summary statements)

*** Pagination will vary based upon inclusion of resubmission comments and/or length of references.*

REVIEW PROCESS

Proposals will be judged highly on the likelihood of generating new IP or extramural grant support along with scientific merit using an NIH style review sheet. Including specifics regarding the anticipated scope and sources of funding of the resulting proposals will be helpful to the reviewers. The committee must be able to discern why pilot funding is needed in addition to funds currently available to the PI. A copy of the NIH style review sheet is linked with the other RFA documents on the [Indiana CTSI website](#).

CONTACTS

For questions regarding scope of the proposal, please contact:

IUSM	Tammy Sajdyk	(tsajdyk@iu.edu)
IUI	Silvia Bigatti	(sbigatti@iu.edu)
IUB	Joel Ybe	(jybe@iu.edu)
Purdue	Tommy Sors	(tsors@purdue.edu)
University of Notre Dame	Melanie DeFord	(mdeford@nd.edu)

For questions concerning financial issues related to budgeting and grant submissions, please contact:

IU	Robert Dimmitt	(trnslddev@iu.edu)
Purdue	Tommy Sors	(tsors@purdue.edu)
University of Notre Dame	David Ross	(dross5@nd.edu)

REPORTING REQUIREMENTS FOR AWARDEES:

All award recipients must agree to comply with CTSI internal award funding reporting requirements as described below.

1. At time of award, provide all NCATS / Indiana CTSI required investigator and study information.
2. Annual progress reporting during the life of the award as required by Indiana CTSI for metrics reporting to NCATS.
3. Annual follow up for 5 years after the expiration date of the funding period, to provide (a) publications (b) grants submitted; (c) grants funded that used data generated by core, and (d) intellectual property. This information will assist the Indiana CTSI in its grant renewal.
4. By accepting this award, grant recipients agree to have their names and project titles publicly posted on the Indiana CTSI website and/or in a publication.
5. By accepting this award, recipients agree to notify the Indiana CTSI @ trnslddev@iu.edu in writing if leaving the university prior to the closure of this project. The Indiana CTSI must approve all transfers to a new PI.
6. Grant recipients are strongly encouraged to participate as reviewers for any Indiana CTSI internal grants in the future.
7. Grant recipients are required to acknowledge receipt of Indiana CTSI support in any presentation or publication of work funded by a Core Pilot award as follows:

This [(publication was made possible) (project was supported)] by the Indiana Clinical and Translational Sciences Institute, funded in part by grant # UM1TR004402 from the National Institutes of Health, National Center for Advancing Translational Sciences, Clinical and Translational Sciences Award. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."