Grant Instructions for 2020 Pediatric Fellow Research Projects

ELECTRONIC RECEIPT DATE: October 15, 2020

Please note that you will be submitting through the Indiana CTSI's grants management software WebCAMP.

The WebCAMP user's guide is available under the funding announcement here: https://www.indianactsi.org/researchers/funding/open-funding-opportunities/

Questions please contact Julie Driscol at trnsldev@iu.edu / 317-278-2822

GENERAL INFORMATION

The Department of Pediatrics at Indiana University School of Medicine is pleased to announce the availability of grants to support research projects conducted by clinical fellows in accredited fellowship programs within the sections of the Department of Pediatrics.

Fellow research projects can request funding up to $10,000. It is anticipated that five to seven awards will be made.

Research projects must be feasibly completed within the fellowship period.

WHO MAY APPLY

Individuals in any section with an accredited fellowship program within the Department of Pediatrics. The ideal candidate is early in the second year of fellowship, but applications from fellows at all stages will be accepted. Third year fellows will need to provide evidence that the project can be completed in the time available.

APPLICATION SEQUENCE

Applications must be submitted **by October 15, 2020** using the Start a Submission link on the webpage here CTSI Peds Fellow Research

Font must be clear and readily legible and reasonable size. ***Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color and a font size of 11 points or larger***.

1. **Project Description**. The following elements must be included. Specific page limits are provided for the Specific Aims and Research Strategy components; there are no page limits for all other components.
   a. Lay Description
   b. Abstract. Provide a brief paragraph summarizing the project.
   c. Specific Aims (1 page)
      i. State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
      ii. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology
   d. Research Strategy (7 pages) Organize the Research Strategy in the specified order and using the instructions provided below.
      i. *Significance:* Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
      ii. *Innovation:* Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
      iii. *Approach:* Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Describe the experimental design and methods proposed and how they will achieve robust and unbiased results. Research proposals involving human subjects must contain a recruitment plan and an alternate plan if recruitment is not going as planned.

e. References

2. **Budget**:_Research projects can request up to $10,000 to be used over the length of the project. Funds must be used to support project specific costs including (but not limited to) supplies, small equipment (less than $1,000), subject compensation and related costs, statistical support, and travel to a national meeting to present results although travel is capped at $1,500. No salary support for the fellow or faculty is allowed. The start date for research project funding cannot be before January 1, 2021.
3. **Career Goals:** Describe the career goals of the applicant and how the project advances those goals.
4. **Project Timeline**: Provide the total timeframe of the project in months and when the major components of the project will be completed (see example below). The timeframe cannot exceed the length of the fellowship. Presentation to Scholars Day, as well as manuscript preparation and submission, must be included in the timeline.

	Months							
Task	1 - 3	4 - 6	7 - 9	10 - 12	13 - 15	16 - 18	19 - 21	22 - 24
Task 1 – enter description and mark appropriate period(s)								
Task 2 – enter description and mark appropriate period(s)								
Task 3 - enter description and mark appropriate period(s)								
Task 4 - enter description and mark appropriate period(s)								
Task 5 - enter description and mark appropriate period(s)								
Task x – complete requisite progress reports		X		X		X		X

- **Letters of Support:** Letters of support from the Section Director and the research mentor(s) must be provided. The mentor letter should outline the mentor's plan for mentoring, frequency of meetings, and experience with this type of mentoring.

5. **NIH biosketch**: NIH biosketch (NOT CV) from the fellow **AND** research mentor(s) must be provided.

REVIEW CRITERIA

Each application will be assessed for the following criteria:

1. Soundness of research design
2. Feasibility and realistic timeline, including publication of results
3. The ability of the project to further the career goals of the applicant
4. The quality of mentorship and oversight of the applicant and the project
5. The commitment of the applicant to the research project, and the applicant's academic potential.
6. The scientific importance of the research project.

REVIEW PROCESS

The Pediatric Project Development Team will be responsible for reviewing and scoring all proposals.

Applications will be subject to a 2-stage selection process:

Stage 1: The initial review will be completed by the Pediatric PDT on November 2, 2020**.**

Stage 2: Finalists will be invited to present their responses to reviewers' comments on **either December 7, noon – 4p OR December 14, noon – 4p.**

(NOTE: ALL APPLICANTS NEED TO HOLD BOTH THE DECEMBER DATES)

POST AWARD REQUIREMENTS

1. All awards will be monitored for progress by the Indiana CTSI. This includes:
    a. Semiannual progress reports due in January and July that report status of milestone progress along with documentations of external grant submissions/awards, IP, publications, and/or presentations arising from the supported research.
    b. Annual progress reporting for 2 years following completion of the project.
    c. Project support and budget management discussions will occur if applicable.
2. It is expected that any IRB documentation will be submitted within 4 weeks after funding notification. Chris Caldwell (csego@iu.edu) is available for assistance
3. It is expected that It is expected that this pilot funding will lead to a peer-reviewed publication
4. You will notify the Indiana CTSI @ trnsldev@iu.edu in writing if your overall experimental approach changes by 25% or more.
5. You will notify the Indiana CTSI @ trnsldev@iu.edu in writing if your expenses in a particular area of your project change by 25% +/- or more than originally budgeted (as per NIH guidelines), including a revised budget request for approval.
6. You will notify the Indiana CTSI @ trnsldev@iu.edu in writing if you leave the university prior to the closure of this project.
7. Grant recipients are required to acknowledge receipt of Indiana CTSI support in any presentation or publication of work funded by the Pediatric Fellowship as follows:

    *"This **[(publication was made possible) (project was supported), or (project was funded)]**, in part, with support from the Indiana Clinical and Translational Sciences Institute funded, in part by Grant Number UL1TR002529 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.*"

CONTACT INFORMATION

Questions about the application process or requirements should be directed to Scott Denne (317.274.4920; sdenne@iu.edu)