

Request for Applications (RFA) High Innovation - High Reward (HIHR) Grant Opportunity

PURPOSE

The purpose of the HIHR grant opportunity is to support new and innovative, interdisciplinary pilot projects that propose **substantial development of intellectual property and/or commercialization opportunities**.

KEY DATES

- Applications are accepted on a rolling basis.
- Since applications are accepted on a rolling basis, you are **required** to inform the SCTR Pilot Project Program Office via email (to Dayan Ranwala, PhD, at ranwala@musc.edu) as soon as an application is submitted.
- Applications will be reviewed within 3-4 weeks of submission.

AWARD AMOUNT

Up to \$10,000 direct costs for a 12-month period from the date a Notice of Award is issued.

OVERVIEW

South Carolina Clinical & Translational Research Institute's (SCTR's) Pilot Project Program aims to facilitate new and innovative, high-impact translational research. The **primary objectives** of SCTR's pilot project funding are to support new and innovative, scientifically meritorious projects to collect critical preliminary data for submission of extramural grant applications, to publish and disseminate research findings, and to support development of intellectual property and commercialization. **We place a premium on applications proposing interdisciplinary team science and new collaborations.** This grant opportunity **requires an interdisciplinary team collaboration** with at least one Co-Investigator/Collaborator from a different discipline. Existing investigator teams may submit new and innovative project ideas as long as the novelty of the proposed research direction is clearly distinguished from the principal investigator's (PI's) and research team's past and current research. Existing investigator teams also must meet the interdisciplinary requirement (i.e. should not be made of investigators who are working in the same lab such as an investigator and a post-doctoral fellow). Early Stage Investigators are encouraged to submit applications as PIs.

Applications emanating from SCTR Scientific Retreat/s, patient-centered and community-engaged applications, and those focused on implementation and dissemination science are strongly encouraged.

- **Application Submission Requirements:** Please read all instructions listed in this RFA before initiating a Pre-application. All application related materials must be submitted through InfoReady, SCTR's online application and review system.
- **SPARCRequest ID (SRID/Study ID) Requirement:** All SCTR funding opportunities are now required to have the SRIDs. This is to allow SCTR to link the funding applications to SCTR services and databases for tracking and reporting purposes to NIH. Before submitting an application via InfoReady, the PI of the application must obtain a SRID. Details on how to obtain the SRID are listed

at the end of the RFA. However, application related materials should not be submitted via the SPARCRequest system. The same SRID MUST be used in any consult and/or service requested via the SPARCRequest system for your application.

- **Triage Triggers:** Applications not submitted via the InfoReady, incomplete applications, applications with no interdisciplinary teams, and/or missing required components are considered not responsive to the RFA and will not be reviewed. There will be no exceptions.
- **Single SCTR Concurrent Award:** A Principal Investigator (PI) and/or Co-PI can have only one active award from SCTR at any given time (i.e., pilot project award, K-award or Community Engaged Scholars award). This restriction does not apply to SCTR Vouchers.
- **PIs and/or Co-PIs with Previous SCTR Funding:** PIs and/or Co-PIs who have been previously funded via a SCTR award (and the project is closed) must submit an updated progress report to the new pilot project's Research Proposal. The report will be evaluated to determine the progress/stewardship of the previous SCTR award. Failure to do so will result in the application being triaged.
- **Acknowledgement of NIH/NCATS CTSA Grant Award to SCTR:** As per the NIH guidelines, recipients of SCTR funding awards, services and/or resources are required to acknowledge the SCTR grant number as listed below on research publications, press releases, requests for proposals, bid invitations, and other documents supported in whole or in part with NIH/SCTR funds. We suggest the following acknowledgment.

"This publication (or project) was supported by the South Carolina Clinical & Translational Research Institute with an academic home at the Medical University of South Carolina through CTSA NIH/NCATS grant number UL1 TR001450. The contents are solely the responsibility of the authors and do not necessarily represent the official views of the NIH or NCATS."

The most important thing to remember is to cite the SCTR Grant Number UL1 TR001450.

ELIGIBILITY

- PIs must have a primary faculty appointment at MUSC (at the level of Assistant Professor or above).
- Faculty from other academic institutions are encouraged to partner with MUSC faculty on collaborative applications.
- Undergraduates, graduate students, clinical trainees, post-doctoral and clinical fellows, visiting faculty, and individuals with pending faculty appointments cannot serve as the PI, but may serve as a Co-Investigator (Co-I). The PI must provide a justification as to why a student is included in the proposed project and how the proposed work is related to the student's thesis/dissertation research project. Student(s) must be identified by first name and last name (i.e., TBD/TBN is not allowed).

RESOURCES

Applicants are strongly encouraged to obtain SCTR consultations before submission to strengthen the research proposal. The table below lists free consultations available from SCTR. Please visit <http://sparc.musc.edu> to view consult descriptions and request those of interest. They are listed under the MUSC tab, and then under the SCTR tab on the left side of the screen.

<ul style="list-style-type: none"> • Biostatistics, Design & Epidemiology • SUCCESS Center: Grant Forms & Budget Services, Regulatory Services, Recruitment Services, Research Navigation Services and Special Populations Navigation • Community Engagement & Research 	<ul style="list-style-type: none"> • Nexus Research Coordination and Management • Self-service Research Data & Feasibility • Mobile Health and TACHL Center • Research Data Requests • Biomedical Informatics Center • Intellectual Property & Commercialization Resources
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Palmetto Profiles at <https://profiles.healthsciencessc.org/search/> is a resource for finding collaborators.

APPLICATION FORM AND DOCUMENTS

All required information and documents must be provided and the InfoReady application must be properly submitted to consider it for review. To submit the InfoReady application, applicants must first obtain a SPARCRequest ID. Please see the detailed instructions listed after page 5 of the RFA.

InfoReady Application Form Link

<https://musc.infoready4.com/#competitionDetail/1792815>

The RFA and application form (as an 'APPLY' button) are also listed in the SCTR Pilot Project Program webpage at <https://research.musc.edu/resources/sctr/programs/pilot-clinical-and-translational-studies/pilot-projects> and the SPARCRequest webpage at <https://sparc.musc.edu/>.

Document Formatting

- Font Type and Size Arial, 11pt.
- Page Margins No less than 0.5" on all sides
- Document Type to Upload PDF
- Format As similar to the NIH grant application format

Required Documents/File Uploads

- 1) Project Description (Summary and Relevance, 1-page limit) and Research Proposal (Specific Aims and Research Strategy, 3-page limit) as similar to the NIH format.
 - Describe in the research proposal how the project will stimulate new and interdisciplinary collaborations, plan for the substantial development of IP and Commercialization, and plans to secure future extramural funding including funding agency and mechanism(s) such as R, SBIR, STTR.
 - If appropriate, the PI should submit a Record of Invention (ROI) to MUSC Foundation for Research (FRD) before submitting an application. Please indicate in your HIHR application proposal if a ROI has been submitted to FRD.
 - Literature Cited should be added at the end of the Research Proposal which will not be counted towards the 4-page limit.
 - Combine these sections and upload as a single PDF file on the InfoReady application form.
- 2) Budget and Justification: Required in the PHS 398 Form Page 4: Detailed Budget for Initial Budget Period listed at <http://grants.nih.gov/grants/funding/phs398/phs398.pdf>.
 - Allowable and unallowable costs are listed below.
 - Each budget line item must be clearly justified.
 - Combine the budget and justification pages and upload as a single PDF file on the InfoReady application form.
- 3) Biosketches: Each Investigator's NIH formatted biosketch is required. A CV/resume is sufficient for any investigator who is non-academic or a community member and does not have an NIH biosketch.
 - Combine all the biosketches together as a single pdf file in the order of the project team members listed in the HIHR application form (PI's biosketch being the first) and upload the file on the InfoReady application form.
 - If a consultant(s) is involved in the proposed project, please include the name(s) and her/his roles/duties in the research proposal. You do not have to include their information on the InfoReady application form or submit biosketches.
 - Detailed instructions on constructing the NIH biosketch can be accessed at [https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.240-r&t-seniorkey-person-profile-\(expanded\)-form.htm#Instructions](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.240-r&t-seniorkey-person-profile-(expanded)-form.htm#Instructions)

- 4) PIs or Co-PIs who have been previously funded via a SCTR award (i.e., pilot project, KL2 award, Community Engaged Scholars) must also submit an Updated Progress Report where it is indicated on the InfoReady application form.
- The updated progress report (2-3 pages maximum per project) will be evaluated to determine the progress/stewardship of the previous SCTR award.
 - Include the following information in the progress report:
 - Funded Project Title/s and each Project Begin/End Dates
 - SCTR Funding Mechanism (i.e., pilot, KL2, and/or Community Engaged Scholars award)
 - Brief Summary of each project including the specific aims, and findings/results of each specific aim, overall results and conclusions
 - Extramural Funding Activities resulted from the SCTR award
Please use the subheadings as: Applied, Pending, Awarded etc., as appropriate, and include each grant information in the following order. Name of the funding agency, project title, form of funding (R01, R21 etc.), investigators/team members names, total award amount and duration, grant number – if funds are awarded.
 - Publications resulted
Please use the subheadings as: Published, Under review, Submitted etc., as appropriate, and include each publication information in the following order.
Title of publication/s, Authors, Journal Name, Year, PMCID(s) (and/or NIHMS Manuscript ID(s), PMID(s) as applicable) and whether you have acknowledged SCTR support/SCTR Grant number/s in the publication.
 - If applicable, intellectual property rights such as record of invention disclosure to MUSC Foundation for Research Development, Patent and iEdison number etc.

BUDGET AND ALLOWABLE COSTS

Allowable costs

- **Faculty Salary Support.** Faculty members' effort, related to the proposed pilot project, must be clearly listed in the budget. Support of faculty salary and fringe benefits is allowed up to 5% effort for each faculty member subject to the NIH salary cap. It should be noted that personnel salary requests and all other budget item requests should be clearly justified and appropriate to conduct the proposed research properly.
- **Effort Reporting.** SCTR Pilot Projects are funded by MUSC Institutional funds. For institutional compliance purposes, it is the PI's responsibility to make sure all faculty effort listed in the budget is in compliance with their institutional effort policy. Investigators are not required to accommodate their effort on the pilot project budget. However, they have to be in compliance with their respective institution's effort policy should they choose to charge the effort to other funding sources.
- **Other Personnel Support.** Salary and fringe benefits are allowed for technical support, such as: Research Fellows, Research Assistants/Coordinators, Research Nurses, etc.
- **Non-personnel Research Expenses.** Some allowable expenses are: supplies, equipment (under limited circumstances), animal purchase cost and care, study subject compensation, study subject transportation costs, in- and out-patient care costs, and statistical and computational services including personnel and computer time. All expenses must be directly related to the proposed research.
- **Subawards.** Please indicate potential subaward(s) to other institutions clearly on the budget. No signed documents from subaward institution(s) are needed at the time of application submission. If needed, the SCTR Finance Office can assist the PIs and their Business Managers to establish subawards once an application is approved for funding. However, the PI and PI's department will be responsible for establishing the subaward on time to start the project without delay, and managing it. If the subaward is not processed on time and delay is due to the negligence by the PI and PI's department, SCTR may deny the funding for your project.

Unallowable Costs

- **Students.** SCTR pilot project funds cannot be used to cover student tuition, fees or health insurance costs, either directly or indirectly as a stipend. If an application proposes a student stipend as undergraduate or graduate student research assistant, funding support will be deemed inappropriate and not funded. If an application proposes a graduate student as a research assistant, you must provide a justification as to why a student is included in the proposed project and how work on this pilot project is related to the student's thesis/dissertation research project. Proposed student(s) – undergraduate and graduate – must be identified by first name and last name (i.e., TBD/TBN is not allowed).
- **Ancillary Personnel.** Salary support for ancillary personnel, such as Mentors and Administrative Assistants is not allowed.
- **General office supplies and equipment, computers and laptops** (unless specifically requested and justified), membership dues and fees, travel costs to meetings, publication and subscription costs, mailing costs, and rent are not permitted.
- **Facilities & Administrative (Overhead/Indirect) Costs.** Facilities and administrative costs, also known as indirect/overhead costs, are not permitted.

BUSINESS MANAGER RESPONSIBILITIES

- The PI's Department/Division Business Manager is responsible for all human resources, subaward (if applicable), procurement and reconciliation activities, and providing proper finance reports as requested for the funded project account(s).

APPLICATION REVIEW PROCESS

A minimum of two SCTR Scientific Review Committee members, and/or an approved ad hoc reviewer will review the applications. Review critiques of the applications will be shared with the PIs.

Additional Review Criteria

- Potential for successful intellectual property and/or commercialization, and extramural grant applications that may be generated from the proposed research.

HOW TO OBTAIN A NEW SPARCRequest ID (SRID, Study ID)

Please note that SPARCRequest system may undergo changes that may affect/change these steps slightly. If you need help, please contact Dayan Ranwala at ranwala@musc.edu long before the application due date.

- Go to <https://sparc.musc.edu/> and log in with your MUSC net ID and password.
- Select 'South Carolina Clinical and Translational Research Institute (SCTR)' from the menu on the left
- Select 'Funding Opportunities' from the drop-down menu (towards the middle of the page)
- Scroll up to top of page
- Select 'SCTR High Innovation – High Reward (HIHR) Pilot Project Grants' from the Funding Opportunities page (towards the top of the page)
- Select '+' to put the service in your cart
- Choose 'Yes' when you receive the 'New or Existing' popup
- Select 'Save and Continue' (towards the bottom, on your right)
- Log in using MUSC User Login and select 'Save and Continue'
- Select 'Start a New Study'
- Complete all of the starred (*) fields and then click 'Save'
- Select 'Yes' or 'No' for the question 'Do you want to have your study Publish Study in Epic' as it is appropriate for your proposed research.
- Select 'Pending Funding' for the 'Proposal Funding Status' question
- Select 'Internal Funded Pilot Project' for the 'Potential Funding Source'
- Indicate 'Applying for pilot project funding' for the 'Please specify'
- Indicate as 'SCTR' for the 'Sponsor Name'
- Review the information and then click 'Save' (bottom of the page, to your right)
- Complete estimated 'Start Date' and 'End Date' fields under the 'Milestones' section
- Then click 'Save and continue' (at the bottom of the page, to your right).
- You will be directed to Step 3. Steps 3 and 4 are not required. Move directly to 'Step 5' by clicking the red arrow near the top of the page to 'Review Your Request'.
- Review your request and click '**Submit Request**'. This step must be completed to add the funding opportunity and receive a confirmation with the SRID. The SRID (Study #) will be listed on top of the page towards your right.
- You will receive an email from the SPARC system with the Study ID and SRID which are same except that the SRID may have few more numbers listed after the '-'. You do not need to include those extra numbers in the InfoReady application.

Adding a funding opportunity to an existing SRID:

- Go to <https://sparc.musc.edu/dashboard> and log in with your MUSC net ID and password
- Select the appropriate Protocol ID from the list on your dashboard
- Then click on 'Add/Modify Request' (middle of the page, towards your left)
- From the 'Browse Service Catalog' (menu on the left) select 'South Carolina Clinical and Translational Research Institute (SCTR)'
- Then select 'Funding Opportunities' from the drop-down menu (towards the middle of the page)
- Select 'SCTR High Innovation – High Reward (HIHR) Pilot Project Grants' from the Funding Opportunities page (towards the top of the page)
- Choose 'No' when you receive the 'New or Existing' popup.
- Click the 'Step 5' arrow on top of the page to review and submit the request.
- '**Submit Request**'. This step must be completed to add the funding opportunity to the existing SRID.