



## Request for Applications (RFA) for COVID-19 Pilot Project Grants

### KEY DATES

Application Release Date:	Tuesday, May 19, 2020
Application Due:	by 5 PM EST, Friday, June 5, 2020
Scientific Review:	June 24, 2020
Earliest Anticipated Project Start Date	July 1, 2020

### PURPOSE

Biomedical discovery is critically important in addressing the emergence of the novel coronavirus (SARS-CoV-2) and resulting COVID-19 pandemic. The Offices of the President, Provost, and Vice-President for Research at MUSC have established a research fund to accelerate understanding COVID-19, mechanisms of its effects, improved diagnostic tests and discovery of effective treatments and interventions for the disease and its sequelae. A primary objective of the COVID-19 pilot grants program is to support MUSC investigators in their efforts to develop innovative, scientifically meritorious basic, clinical or translational research projects that will yield preliminary data for subsequent submission of extramural grant applications and publications.

### AWARD AMOUNT

MUSC will fund awards of up to **\$50,000** direct costs for a 12-month period.

### ELIGIBILITY

- Principal Investigator (PI) must have a primary faculty appointment at MUSC (at the level of Assistant Professor or above).
- An applicant can serve as the PI and/or Co-PI on only one application.

### ALLOWABLE EXPENSES

- Laboratory materials and supplies
- Research laboratory animal costs and per diem fees
- Costs associated with research core services and clinical research facility use
- Staff salaries and fringe benefits
- Postdoctoral fellow and graduate student stipends, provided it is a part of their dissertation research.

### UNALLOWABLE EXPENSES

- Faculty salaries and fringe benefits
- Facilities and administrative costs
- Travel
- Publication expenses

### APPLICATIONS

All applications must be submitted through InfoReady, an online application and review system (<https://musc.infoready4.com>). Before submitting an application via InfoReady, the PI of the application must obtain a SPARCRequest ID (SRID/Study ID). The same SRID MUST be used in any consult and/or

service requested via the SPARCRequest system for the application. Details on how to obtain the SRID are listed below. Investigators with an existing SRID related to the research proposed must use that SRID on their InfoReady application. It is not necessary to create a new SRID. Instead, the PI will add the funding opportunity to their existing SRID. See below.

Application related materials should be submitted via InfoReady **not** SPARCRequest.

### How to Obtain a New SPARCRequest ID (SRID/STUDY ID)

- 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)
- Select 'MUSC COVID-19 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 (MUSC applicants) 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 'MUSC COVID-19 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.

InfoReady Application Form Link: <https://musc.infoready4.com/#competitionDetail/1815223>

## APPLICATION COMPONENTS

### Formatting

- Font Type and Size-Arial, 11pt.
- Page Margins-No less than 0.5 inch on all sides

### Required Documents

1. Project Summary (30 lines of text)
2. Specific Aims page (1-page limit)
3. Research Proposal (3-page limit) with the following components
  - Significance and Innovation
  - Approach (including methods, outcome measures, data analysis plans and project evaluation)
  - Timeline/Milestones
  - Plan for dissemination and implementation of results
  - Plans to secure future extramural grant funding
4. Literature Cited (no page limit)
5. Budget and Justification (2-page limit, using the PHS 398 Form Page 4; <http://grants.nih.gov/grants/funding/phs398/phs398.pdf>)
6. Personnel salary requests and all other budget item requests should be clearly justified and appropriate to conduct the proposed research properly. The grant program committee may reduce the requested budget dollar amounts as appropriate.
7. NIH Biosketch for each Investigator, <https://grants.nih.gov/grants/forms/biosketch.htm>
8. List of current and pending other support related to the proposed project.

## RESEARCH COMPLIANCE

- PIs are expected to obtain regulatory approvals (IRB, IACUC, IBC) in a timely manner. Notice of Award and funding will be released once all required regulatory approval documents have been submitted to the SCTR Pilot Project Program.

## DELIVERABLES

- PIs are required to submit interim (6 month) and final project (12 month) reports outlining major findings, dissemination and status of extramural funding proposals. Longitudinal follow-up reporting on publications, extramural awards and intellectual property will continue annually for 4 years.

## SCIENTIFIC REVIEW

- Applications will undergo an NIH style scientific review by a panel of researchers representing basic, clinical and translational research areas. Recommendations for funding will be made by the review panel to an executive committee that includes the Vice-President for Research, Provost and representatives from the President's council. The executive committee will make final funding decisions.

## CONTACT

- The South Carolina Clinical and Translational Research (SCTR) Institute pilot project program will coordinate the application and review processes, administer awards and oversee progress reporting and longitudinal follow-up.
- Dayan Ranwala, Ph.D., Associate Director, SCTR Pilot Project Program and Team Science Program, [ranwala@musc.edu](mailto:ranwala@musc.edu)