



Request for Applications (RFA) for Team Science Pilot Project Grants

KEY DATES

Application Due: by 5 PM EST, March 31, 2020
Earliest Anticipated Project Start Date May 1, 2020

PURPOSE

Team Science is focused on understanding and enhancing the processes and outcomes of teams in healthcare, education and research. A key goal of the Team Science pilot project grants is to generate new knowledge about factors that maximize the efficiency, productivity, and effectiveness of teams and/or new information about processes by which clinical and scientific teams organize, communicate, and function collaboratively.

Potential projects may focus on, but are not limited to, direct measurement of the impact of teamwork on research productivity, scientific innovation, patient outcomes, patient safety, cost-effectiveness of health care or research practice, health professional educational, training and clinical care outcomes. Projects may also focus on team development approaches, assessment tools, and factors that contribute to high and/or low functioning teams in healthcare and research settings.

AWARD AMOUNT

Up to **\$15,000** direct costs for a 12-month period

ELIGIBILITY

- Principal Investigator (PI), Co-PIs and other investigators can be faculty, post-doctoral fellows, graduate students, research support staff and/or clinical staff.
- The PI must be employed at MUSC, and one member of the research team must have an MUSC faculty appointment.
- The investigative team must have an interdisciplinary and/or interprofessional composition (a minimum of two disciplines and/or professions).
- An applicant can serve as the PI and/or Co-PI of only one application.
- PI and Co-PIs can have only one active SCTR SciTS pilot project award at a given time.

APPLICATIONS

All applications must be submitted through InfoReady, SCTR's 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 your application. Details on how to obtain the ID are listed at the end of the RFA. However, application related materials should not be submitted via the SPARCRequest system.

APPLICATION COMPONENTS

Document Formatting

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

1. Specific Aims page (1-page limit)
2. Research Proposal (3-page limit). Should include 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
3. Literature Cited (no page limit)
4. Budget and Justification
(using the PHS 398 Form Page 4; <http://grants.nih.gov/grants/funding/phs398/phs398.pdf>)
Budget may include salary support, related to the proposed pilot project, up to 5% efforts for each investigator subject to the NIH salary cap. However, investigators are not required to accommodate their effort on the pilot project budget. If they are requesting the salary support, they have to be in compliance with the respective institution's effort policy.
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.
5. NIH Biosketch for each Investigator
6. If the PI is an Early Stage Investigator (as defined by the NIH), a letter of support from the mentor is required.
7. Updated Progress Report: PIs and Co-PIs, who have been previously funded via a SCTR Team Science pilot project grant award must submit an updated progress report of the funded project with the application. The progress report should include the following:
 - Funded Project Title, Project Start/End Dates
 - Brief Summary of the project, overall results, and conclusions
 - Extramural Grant Funding Activities resulted from the award
 - Publications resulted from the award
 - If applicable, intellectual property rights resulting from the award

AWARD DETAILS

- Notice of Award and funding cannot be released until all requested just-in-time information and required regulatory approval documents have been submitted to the SCTR Pilot Project Program.
- SCTR is funded through a cooperative agreement with the NIH. Therefore, the SCTR Pilot Project Program office will continue to follow longitudinal progress of the projects for up to 5 years from the project start date.
- Funded project PIs/Co-PIs are required to present project progress and findings (at 6 and 12-months) to the MUSC Interprofessional/Interdisciplinary Advisory Council.

For more information about the SCTR Team Science Program, Resources, and previously funded projects visit: <https://research.musc.edu/resources/sctr/programs/team-science>

CONTACTS

Jeff Borckardt, Ph.D., Director, SCTR Team Science Program
borckard@musc.edu

Dayan Ranwala, Ph.D., Associate Director, SCTR Pilot Project Program and Team Science Program
ranwala@musc.edu

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 Team Science 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 Team Science 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.

**PIs with an existing SRID that is directly related to the research proposed in the Team Science grant application must use that SRID on the InfoReady application. They should add the 'SCTR Team Science Pilot Project Grants' from the Funding Opportunity page to their existing SRID using the steps described above.*