

2019 Pilot Project Application

Part A. Project Summary

1. What is the title of the proposed research project?

2. Please list [Key Personnel](#), expanding the boxes as needed. **UVM Investigators must be Full or Associate University of Vermont Cancer Center (UVMCC) Members** and at least one PI must be a Full member. Investigators whose application for UVMCC Membership has been submitted but is pending will be provisionally accepted. Please consult NIH guidelines for [Program Director/Principal Investigator \(PD/PI\)](#), [Co-Investigator](#), and [Other Significant Contributor](#) in determining appropriate roles. You may add rows if necessary.

Investigator Name & Degree(s) (e.g., Jayne P. Smith, MD, PhD)	Academic Position or Title	Department or Division & College. If outside UVM please include institution.	Project Role (PD/PI, Co-PI, Co-I, etc.)	UVMCC Program Affiliation & Membership Level (e.g., CCPHS-Full)

3. To help in identifying the best qualified reviewers, please provide a few keywords or subject areas that describe your research project:

4. Is this a resubmission? Yes No If yes, when was it last submitted?

5. Prior recent funding: Have any of the investigators been awarded an intramural research grant in the last two years? If yes, please provide title, sponsor, project period, annual direct cost. If relevant to this project provide a one or two sentence description of what the project accomplished.

6. Overlap: Do any of the investigators have current or pending awards for this or similar research projects? If yes, please provide title, sponsor, project period, annual direct cost.

7. Will regulatory approvals be necessary? Approvals do not need to be in place at time of application but must be submitted to governing agencies within 30 days of Notice of Grant Award. Applicants are strongly urged to consult with relevant [Translational Disciplinary Teams](#) for projects involving PRMC & IRB approvals

Human Subjects (IRB & PRMC)	<input type="checkbox"/>
Live Vertebrate Animals (IACUC)	<input type="checkbox"/>
Human Embryonic Stem Cells	<input type="checkbox"/>
Infectious Agents or Toxins (IBC Biohazard)	<input type="checkbox"/>
Recombinant DNA (IBC Biohazards)	<input type="checkbox"/>
Radioactive Substances, Lasers, and/or X-rays	<input type="checkbox"/>
Hazardous Chemicals	<input type="checkbox"/>
Human or simian cells, tissue, blood or body fluids	<input type="checkbox"/>

8. Will any shared resources be used? Awarded funds cannot be used to support external services without prior approval if these services are available at UVMCC.

Biobank Core Facility (collection & storage of cancerous and adjacent tissue specimens for use by researchers)	<input type="checkbox"/>
Biostatistics Core Facility (Biostatistics, statistical genetics, and epidemiology for biomedical and health-related research activities)	<input type="checkbox"/>
Cancer Translational Research Laboratory (CTRL) (Collaborative transdisciplinary partnerships between scientists and physician investigators)	<input type="checkbox"/>
UVMCC Clinical Trials Office (CTO) (Clinical Research Coordinator staffing, regulatory support, translational specimen collection and/or oversight for clinical studies)	<input type="checkbox"/>
Vermont Integrative Genomics Resource (VIGR) (DNA Analysis, Microarray, Massively Parallel Sequencing and Bioinformatics)	<input type="checkbox"/>

9. Lay Summary: Please provide a three or four sentence description of the proposed research that summarizes the focus and cancer relevance of the project in non-scientific terms such that might be used for a general interest announcement.

10. Abstract – in a page or less, please summarize the cancer relevance & significance of the project, the specific aims & expected outcomes, and how the project will contribute to the development of a full research proposal for national, peer-reviewed funding. Please do not include any proprietary data or confidential information. If in doubt about what's proprietary or confidential please contact the UVM Office of Technology Commercialization at innovate@uvm.edu.

11. Leadership Plan: In a page or less, discuss how the team members will function on the project and how their inclusion will facilitate the accomplishment of the identified aims. Describe the roles and areas of responsibility of the Key Personnel and the decision-making process for management of the project.

Part B. Project Description

12. Specific Aims (limit to one page)

13. Research Strategy (limit to five pages). Please address the following:

- Significance
 - Identify the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
 - Identify how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields
 - Identify how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
- Innovation
 - Describe how the application challenges and seeks to shift current research or clinical practice paradigms.
 - Describe any novel theoretical concepts, approaches, or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation or interventions.
 - Describe any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions
- Approach
 - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.
 - Describe and address the potential problems.
 - Describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work if the project is in the early stages of development.
 - Address any procedures, situations, or materials that may be hazardous to other research associates and identify the precautions to be taken
 - Describe the preliminary studies, data, and/or experience pertinent to this application. Identify the potential, problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. Include a description of future directions for your research, as well as a project timeline.

Insert Research Strategy here (limit to five pages)

14. Response to Reviewer Comments (applicable for resubmissions only - limit to one page)

15. Literature citations (no page limit)

16. **Budget** – please use the Budget Form and Budget Justification templates on the following pages. Please ask your business or finance administrator, consult [NIH Budget Development Guidelines](#), or contact edward.north@uvm.edu if you have questions about how to complete them. Please see specific Pilot Project guidelines at the UVMCC [Intramural Funding Web Page](#) for a list of allowable and unallowable expenses.

Program Director/Principal Investigator (Last, First, Middle):

16 DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY	FROM	THROUGH
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List PERSONNEL (*Applicant organization only*)

Use Cal, Acad, or Summer to Enter Months Devoted to Project

Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnth	Acad. Mnth	Summer	INST. BASE	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
	PD/PI							
SUBTOTALS								
CONSULTANT COSTS NOT PERMITTED								■
EQUIPMENT-(up To \$10,000) (<i>Itemize</i>)								
SUPPLIES (<i>Itemize by category</i>)								
TRAVEL								
INPATIENT CARE COSTS								
OUTPATIENT CARE COSTS								
ALTERATIONS AND RENOVATIONS (<i>Itemize by category</i>) NOT PERMITTED								■
OTHER EXPENSES (<i>Itemize by category</i>)								
CONSORTIUM/CONTRACTUAL COSTS NOT PERMITTED						DIRECT COSTS		■
SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (<i>Item 7a, Face Page</i>)								\$
FACILITIES AND ADMINISTRATIVE COSTS NOT PERMITTED								■
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD								\$

Sample-Under Revision

17. BUDGET JUSTIFICATION (expand boxes as needed):

Personnel

Equipment (up to \$10,000)

Supplies

Domestic travel directly related to the aims of the project (up to \$2,000)

Inpatient Care Costs

Outpatient Care Costs

Other Expenses

18. **Approvals** – please use the following form to confirm Department Chair or Division Chief’s acceptance of the described roles for each of the Key Personnel. **Separate signature pages may be inserted as needed for each Chair or Chief.**

Key Personnel	Project Role	Department or Division	Chair or Chief’s Name	Date
			Signature	
			Name:	
			Signature:	
			Name:	
			Signature:	
			Name:	
			Signature:	
			Name:	
			Signature:	
			Name:	
			Signature:	

19. Please provide [NIH format Biosketches](#) for each of the Key Personnel. Please limit the Biosketches to no more than five pages each. CVs may be used for Other Significant Contributors.

20. **Letters of Collaboration and Letters of Support** may be submitted but aren’t required.

Sample - Under Revision

Application Checklist

For application submission, please assemble all items in the following order into one PDF and send by email to edward.north@uvm.edu with "UVMCC Pilot Project Application" in the subject line.

ITEM	Limit	
1) Title	As Needed	<input type="checkbox"/>
2) Key Personnel	As Needed	<input type="checkbox"/>
3) Key Words	Six or fewer	<input type="checkbox"/>
4) Resubmission (Y/N)	NA	<input type="checkbox"/>
5) Prior Funding	As Needed	<input type="checkbox"/>
6) Overlap	As Needed	<input type="checkbox"/>
7) Regulatory Approvals	NA	<input type="checkbox"/>
8) Shared Resources	NA	<input type="checkbox"/>
9) Lay Summary	3-4 sentences	<input type="checkbox"/>
10) Abstract	1 page	<input type="checkbox"/>
11) Leadership Plan	1 page	<input type="checkbox"/>
12) Specific Aims	1 page	<input type="checkbox"/>
13) Research Strategy	5 pages	<input type="checkbox"/>
14) Response to Reviewers (for resubmissions only)	1 page	<input type="checkbox"/>
15) Literature Citations	As Needed	<input type="checkbox"/>
16) Budget	As Needed	<input type="checkbox"/>
17) Budget Justification	As Needed	<input type="checkbox"/>
18) Approvals	As Needed	<input type="checkbox"/>
19) NIH format Biosketches for Key Personnel	5 pages each	<input type="checkbox"/>
20) Letters of Collaboration or Letters of Support (optional)	As Needed	<input type="checkbox"/>

APPLICATIONS ARE DUE BY NOON ON MONDAY, OCTOBER 15, 2018

ASSEMBLE INTO ONE COMPLETE PDF AND SEND TO EDWARD.NORTH@UVM.EDU

Please go to [Intramural Funding Web Page](#) for Program Description & Guidelines