Florida Academic Cancer Center Alliance (FACCA) Research Development Program

2015 Guidelines

Submission Deadlines:
Letter of Intent (required): April 24, 2015
Full Application: May 22, 2015

Project Start Date: July 1, 2015
Purpose:
The Florida Academic Cancer Center Alliance (FACCA) invites investigators to apply for pilot funding for collaborative projects. Projects must involve Co-Principal Investigators from at least 2 of the 3 Florida Cancer Centers (Moffitt Cancer Center, UF Health Cancer Center, and UM/Sylvester Comprehensive Cancer Center). These pilots should ultimately result in collaborative extramural grant applications/awards and/or clinical research studies.

Award Details & Criteria:
Faculty members are limited to only one application submission as Co-Principal Investigator per cycle. However, faculty members may be listed as co-investigators and collaborators on additional applications.

Budgets are $50,000/collaborating center per project. Thus, a collaborative project with two centers will be funded in total for $100,000, or for all three centers at $150,000. Awards will be made for a term of twelve months, during which time all funds should be expended. This opportunity is open to all Faculty ranks (Assistant, Associate, or full Professor, or Assistant, Associate, or Senior Member.)

Proposals must be for new project funding and cannot be continuations or extensions of existing funded grants.

Review Process:
All applications will be reviewed and scored at each Center represented in the project. Scores and reviews from the Centers will be reviewed by the Center Directors, who will make final selection of projects.

Projects will be reviewed on the strength of their scientific merit, innovation, measureable deliverables/milestones, potential to obtain extramural funding, strength of collaboration and feasibility within the funding period.

Letter of Intent Guidelines
For these proposals, a letter of intent is required, but non-binding. A letter of intent that does not result in a full proposal will not penalize either the investigator(s) or institution(s).

Requirements:
- Participating centers
- Names of project Co-Principal Investigators
- Preliminary list of all key personnel
- Preliminary project title
- Preliminary project abstract
Application Guidelines

Proposal Requirements:
- Face Page and Abstract (NIH format)
- Key Personnel List
- NIH Biosketches to include on-going and pending internal and external support for Co-
Principal Investigators and key personnel
- Budget and Budget justification (NIH format)
- Research Plan (Maximum of 5 pages)

Specific Application Instructions:
- Use NIH format: Arial 11 point black font, single-spaced with all text showing and 0.5 inch margins (all sides)
- Maximum of 5 pages for the Research Plan
- The Principal Investigators’ last names should be shown in the header of all application pages

Applications must contain the following to merit review:

Research Plan
Describe collaborative research project relating to cancer. Maximum 5-page total for Research Plan to include the following:

i. **Specific Aims**: List the broad, long-term objectives that this research project is intended to accomplish. Clearly state the hypothesis to be tested. Include deliverables (specific steps and/or outcomes) and milestones (timing) for each of the specific aims.

ii. **Background and Significance**: Briefly present the background leading to the present research project, critically evaluating existing knowledge, and specifically identify the gaps that the project is intended to fill.

iii. **Preliminary Data**: Use this section to provide an account of the preliminary studies pertinent to the application that help to establish the experience of the investigators and supports the proposed science.

iv. **Collaboration Plan**: Briefly describe the role that each Center will play in the project, and how this strengthens the project.

v. **Research Plan**: Summarize the study design and experiments that the project will conduct.

vi. **References**: Complete references to appropriate publications and manuscripts submitted or accepted for publication may be listed at the end of this section. (References are not considered in the page limitations.)
TOTAL AMOUNT REQUESTED: $100,000 or $150,000  PROJECT PERIOD: 07/1/2015-06/30/2016

Overview of Allowable and Unallowable Costs:

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<th>Common Research Expenses</th>
<th>Allowable</th>
<th>Unallowable</th>
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<tr>
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<td>• Research supplies and animal expenses</td>
<td>• PI and Co-PI salary</td>
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<td>• Technical assistance</td>
<td>• Secretarial/administrative salaries</td>
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<td>• Registration fees at scientific meetings</td>
<td>• Tuition</td>
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<td>• Publication costs, including reprints</td>
<td>• Domestic or Foreign travel</td>
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<td>• Shared resource costs</td>
<td>• Honoraria and travel expenses for visiting lecturers</td>
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<td>• Special fees (pathology, photography, etc.)</td>
<td>• Books and periodicals</td>
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<td>• Stipends for graduate students and postdoctoral assistants if their</td>
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<td>role is to promote and sustain the project presented by the faculty</td>
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<td>member</td>
<td>• Office equipment and supplies</td>
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<td>• Equipment costing less than $2,000 (Special justification is necessary</td>
<td>• Most computer purchases</td>
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<td>for items exceeding this amount and must be included in the proposal</td>
<td>• Rental of office or laboratory space</td>
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<td>budget and justified for specific research purposes)</td>
<td>• Recruiting and relocation expenses</td>
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<td>• In special circumstances computer purchases justified for specific</td>
<td>• Non-medical services to patients</td>
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<td>scientific purposes may be allowed at the beginning of the award</td>
<td>• Per-diem charges for hospital beds</td>
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<td>with prior approval. All equipment must be budgeted at the time of the</td>
<td>• Construction, renovation, or maintenance of buildings/laboratories</td>
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<td>• Tablets and e-readers for specific scientific purposes and must be</td>
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<td>justified and budgeted in the application. Data plans, if needed</td>
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<td>must also be justified. NOTE: Data plan costs for tablets and e-</td>
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<td>readers are not supported by the Institution.</td>
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Submission Process:

i. Statistical Review of Applications:
   Investigators should seek input by a biostatistician to justify sample size for a pilot and/or for analysis plan.

ii. Additional Approvals:
   All proposals with science involving humans or animals must go through the normal institutional approvals (Cancer Center scientific review committee/IRB or IACUC) at the appropriate center(s). Due to the time it may take to get these approvals, applicants must submit the proposal to the appropriate IRB/IACUC as soon as the award notification is received. Failure to initiate these approval processes until after submission can significantly delay the project start date, and impact funding. Note: It is the investigator’s responsibility to notify the appropriate Office of Sponsored Research after IRB/IACUC approval has been received to release funds.

iii. Application Submission:
   Applications must be submitted via e-mail as a single PDF file. Your completed application package must be submitted as one email attachment to
iv. **If awarded:** The appropriate institutional routing and approval processes must be followed.

**Awardee Obligations:**

All awardees are required to provide an annual progress report for at least five years.

- **Progress Report** - For at least five years following award receipt, awardees will complete a progress report annually. These reports are completed via email, average 2-3 pages, and describe: 1) pilot project progress and results; 2) all publications and funding resulting from the award and should be submitted to Maureen Ahearn in Research Administration.

- **Acknowledgement of Funding:** Awardees must acknowledge the State of Florida and Florida Academic Cancer Centers Alliance (FACCA) in any publications or presentations by including the statement “This publication is supported by the State of Florida and the Florida Academic Cancer Center Alliance (FACCA).”

- **Peer-reviewed proposal submission:** One goal of the pilot study should be to submit an extramural grant within eighteen months of the award ending.

- **No cost extensions:** Funds are to be expended within the approved project period and budget. In rare circumstance, a 2-month no cost extension may be requested from the appropriate Center Directors; these will be considered on a case-by-case basis.