

UF Health Cancer Center
2014 Application Guidelines for Pilot Project Awards

Pilot Project Awards: The intent of this grant mechanism is to provide developmental support for promising investigator-initiated, cancer-related, research projects that propose innovative research across multiple disciplines for a better understanding of the biology, etiology, detection, prevention, treatment, and control of cancer.

The goals of the **Pilot Project Awards** are to:

- Develop new research opportunities focused on cancer related topics;
- Create synergies and collaborations within UF Health Cancer Center, and other University of Florida departments;
- Support applications with preliminary data for future federal or other peer-reviewed extramural cancer research funding.

The deadline for receipt of letter of intent is November 7, 2014.

The deadline for receipt of full proposal is December 14, 2014.

Letters of Intent and Applications should be submitted to both:

- Dr. Paul Okunieff at pokunieff@ufl.edu or mail to PO Box 103633, Gainesville, FL 32610 and
- Diane Gebhardt at dgebhardt@ufl.edu.

Award Amount and Duration:

1. The maximum award for these grants is \$60,000 direct cost each. No IDC is allowed.
2. The award is for a period of 12 months, with the expectation that all the funds will be expended during that term. There is an option to request a one-time 12 month no cost extension of funding, dependent on project performance and justification of extension.
3. It is anticipated that up to 10 proposals will be funded, pending the quality of science and availability of funds.

ELIGIBILITY REQUIREMENTS

A grant application will be comprised of an individual research project led by a Principal Investigator or co-Principal Investigators. Principal Investigators must be full-time faculty members. In addition, if Principal Investigator is not already a UF Health Cancer Center member, then he/she must apply for membership before funding is released. Newly recruited faculty with start-up packages are not eligible to apply.

The project must be aligned with UFHCC's mission, and thus must be directly relevant to cancer. Funds may be used for supplies and personnel, excluding Principal Investigator and Co-Investigator salaries, and may not exceed the awarded amount. UFHCC does not pay indirect costs.

Applications that involve collaboration between lab scientists and clinical investigators are desirable. Applications from faculty at UFPTI, UF Health Gainesville, UF colleges and UF Health Cancer Center at Orlando Health are encouraged to apply.

Clinical research, basic research and population research projects are all eligible for pilot funds.

The Letter of Intent, of two pages maximum, must be submitted by the LOI deadline, briefly describing the proposed research question being addressed, its significance, the need for pilot data, and the plan to apply for project funding at the end of the pilot phase.

The Pilot Grant application will provide a scientific rationale, for the overall project, the significance, the plan for use of the pilot funds to support a later application to a federal funding agency, detailed timeline for completion of the pilot studies, and budget.

REQUIREMENTS FOR PILOT STUDY AWARDEES

Clinical trials must be registered and recorded in OnCore. Shared Core Resources provided by the UF Health Cancer Center should be utilized when appropriate.

It is expected that IRB/IACUC and other necessary approvals will be obtained within the first three months of the award. Funding will not be awarded until this requirement is met.

Approved grant applications will provide a progress report, of two pages maximum, at six months and again by 30 days after the end of the funding period. The progress reports will provide a detailed accounting of milestones and progress achieved (such as protocol accruals if applicable), timeline, publications and grant applications resulting from this award, and barriers to progress and strategies to be used to overcome barriers.

The grantee will also be required to present to UFHCC, annual reports for three years after term of award is completed, in report form and/or presentation form, on publications, grant submissions and awards resulting from this award. Failure to comply with reporting may impact eligibility for future UFHCC awards.

REQUIRED PILOT STUDY APPLICATION COMPONENTS

A complete grant application package **must** contain all the required items listed in Table 1 and be combined into one PDF.

Table 1. Grant Application Components and Page Limits			
Section	Category	Page Limit	Comment
General Research Information:			
A	General Project Information	1	Required. Identifies general project information, Principal Investigators/Key Personnel and their departments.
B	General Audience Abstract	1500 characters	Required. Explains the proposed project in lay terms.
C	Scientific Abstract	2000 characters	Required. This is the scientific description of the overall project and the work proposed for the pilot study.
D	Cancer-Relatedness	3000 characters	Required. Provides a clear explanation of how the project is related to cancer.
E	Health Impact	1500 characters	Health impact means the ability of the research to reduce morbidity and mortality from cancer.
F	Key Personnel	1	Required. Identifies all key personnel.
G	Long-term Vision	1 max	Required. Future plans to leverage pilot study results for project development and funding.
H	Project Narrative (Specific Aims, Preliminary Data and Research Plan – Timeline)	4	Required. Shows project explicitly focuses on a cancer-related topic and presents the goals and significance, as well as future potential growth of the overall project.
I	Literature Cited	3	Required.
J	Budget & Budget Justification	1	Required. The budget must explain the planned spending.
K	Biographical Sketches	4 per person	Required for all key personnel.
L	Other Support		Required. NIH format. All other active and pending awards for the Project Director and Principal Investigators.

REVIEW CRITERIA

Each application will be reviewed by the Cancer Preeminence Coordinating Committee.

Applications will be scored on:

1. Innovation and potential to support future funding;
2. How the science will ultimately translate into better understanding of the biology, diagnosis, treatment, prevention or control of cancer.