Application Components
Using the UFHCC Application Template, applications must include the following:

- **Cover Page**
  - List of Key Personnel
  - Project Title
  - IRB, IACUC approval numbers and dates

- **Scientific Abstract** (30 Lines) - State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., relevance to the mission of the agency). Describe the research design and methods for achieving the stated goals.

- **General Audience** (Lay) Abstract (30 Lines) Explain the proposed project in lay terms, including its relationship to the goals of the Center.

- **Specific Aims** (1 page) - State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will have on the research field(s) involved.

- **Research Strategy** (no more than 2 pages): Organize the Research Strategy in the specified order and use the instructions provided below unless otherwise specified in the FOA.
  - Background & Significance
  - Innovation
  - Approach

- **Bibliography/References Cited** (no page limit)

- **Response to Research Objectives & Impact Statement** (up to 1 page):
  - Multiple PI Plan (explain what each lab is doing in support of the project)
  - Expected Outcomes & Plan for Future Funding
  - Impact Statement: Applications must describe whether and how the proposed project impacts the identified needs of the Catchment Area.

- **Budget by major category & budget justification** – must follow the UFHCC’s Allowable Costs detailed below. The budget must explain the planned spending. For projects spanning multiple departments, please indicate which investigator(s) are responsible for which costs in the budget

- **Biosketches for all key personnel**

- **Current and Pending Other Support for All Key Personnel** – please provide the current and pending support of all key personnel to include funding agency, dates, direct costs, and major goals of the project(s)

**Budget Considerations**
Only direct costs that support the specific aims of the grants are permitted on PES awards. Funds may not be used for indirect costs. In addition to compliance with UF cost accounting standards and 2CFR200, the following guidelines apply to all UFHCC PES awards.

**Allowable Costs**
- Research/laboratory supplies
- Shared resource expenses
- Technical or research staff salaries (including fringe benefits)
- Student stipends (including fringe benefits where applicable)
• Participant Stipends (IRB approved)
• Animal costs
• Research related contractual agreements
• Software (prior approval required)
• Travel related expenses in the conduct of the research project (see below for nonallowable clarification)
• Meeting costs (e.g. research participant focus group) in the conduct of the research project

Unallowable Costs
• Faculty salaries and fringe
• Equipment (including computers)
• Equipment maintenance and service contracts
• Secretarial/administrative salaries and fringe
• Graduate and undergraduate student tuition and student fees
• Textbooks/course books and periodicals
• Subscriptions to periodicals
• Membership dues
• Patient care costs
• Rental of office or laboratory space
• Recruitment and relocation expense
• Construction, renovation, or maintenance of buildings/laboratories
• Food costs associated with meetings or conferences held by investigative team
• Travel for conferences, symposia, lectures, etc.

Submission Instructions
Applications must be submitted to the UFHCC Office of Research Administration at ResearchAdmin@cancer.ufl.edu

Review Process
A review committee, made up of UFHCC faculty will be assembled to review submissions. Applications will be evaluated on the basis of (following NIH scoring)
• Significance, methodological approach, scientific merit and innovation;
• Multi-disciplinary investigative team & productivity of investigators;
• Innovation;
• Approach;
• Relevance to the cancer center’s mission and goals;
• Potential to result in Federal or other peer-reviewed funding;
• Budget and timeline appropriateness.

Awardee Requirements
• Grantees must submit a progress report 3 months before the end of project.
• Grantees will be required to present, in report form and/or presentation form, on use of the funding and next steps to advance their research.
• Dissemination of the results developed under this award are encouraged to be made publicly available and published in scholarly journals. All publications should acknowledge that “Support was provided by the University of Florida Health Cancer Center” and must be in PMCID compliance.

Questions
Please contact the Research Administration team: ResearchAdmin@cancer.ufl.edu