



**University of Florida Health Cancer Center American Cancer Society Institutional
Research Grant Pilot Application Instructions**

1. WHO MAY APPLY?

IRG pilot project grants are intended to support independent, self-directed investigators early in their careers, with research facilities, resources, and space customary for an independent investigator.

Applicants must:

- Be a UF eligible principal investigator and eligible to apply for independent, national, competitive research grants
- Be within six (6) years of their first independent research or faculty appointment
- **NOT** hold an NIH R01 or R01 equivalent grant (defined as activity codes DP1, DP2, DP5, R01, R37, R56, RF1, RL1, U01, or R35)

Senior investigators and postdoctoral fellows are not permitted

2. GRANT APPLICATION SYSTEM

The UFHCC Office of research Administration uses Microsoft Forms for the intake of ACS-IRG pilot project grant applications.

Available for all faculty and staff of the University of Florida, Microsoft Forms collects the PESP application information and attachments and transmits it directly to the UFHCC Office of Research Administration once you hit submit.

Should you have any difficulty completing the grant application in Microsoft Forms, please reach out to the UFHCC Office of Research Administration at researchadmin@cancer.ufl.edu.

3. FORMAT

Font (size, color, type density) and Line Spacing

Font, font size, and color are all pre-set in the Microsoft Word templates of the required application sections at the following levels:

- **Font size:** Arial, 11 points. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
- **Text color:** Black

Paper Size and Margins

Margins in the templates have been pre-set at 0.5" for all dimensions.

4. PAGE LIMITS

The following page limits for attachments are to be followed:

ATTACHMENT

Biographical Information
Abstract
Research Plan
References Cited
Budget
Budget Justification

LIMIT

None – Use Template
300-500 words – Use Template
5 pages – Use Template
None
None – Use Template
None – Use Template

5. REQUIRED INFORMATION

A. PROJECT INFORMATION

I. PROJECT TITLE

Enter a brief descriptive title of the project. The descriptive title is limited to 200 characters, including spaces and punctuation.

II. PRINCIPAL INVESTIGATOR

This is the contact principal investigator (PI). The contact PI is the individual responsible for the overall scientific and technical direction of the project

III. HOME DEPARTMENT

Please provide the academic home department of the contact PI.

IV. HOME DEPARTMENT RESEARCH ADMINISTRATOR

Please provide the contact information for the research administrator in the Contact PI's home department with whom the UFHCC Research Administration team can work on matters regarding this proposal.

V. TOTAL BUDGET REQUESTED

Enter the total funds requested from the budget template.

VI. HUMAN SUBJECTS

If activities involving human subjects are planned at any time during the proposed project at any performance site, check "Yes." Check "Yes" even if the proposed project is exempt from regulations for the Protection of Human Subjects, or if activities involving human subjects are anticipated within the period of award but plans are indefinite. R - 37 Research Instructions for NIH and Other PHS Agencies - Forms Version F Series R.220 - R&R Other Project Information Form If activities involving human subjects are not planned at any time during the proposed project at any performance site, select "No".

Need help determining whether your application includes human subjects? Check out the [NIH Research Involving Human Subjects](#) website for information, including an [Infopath Questionnaire](#) designed to walk applicants through the decision process.

Note on the use of human specimens or data: Applications involving the use of human specimens or data may or may not be considered to be research involving human subjects, depending on the details of the materials to be used

VII. VERTEBRATE ANIMALS

If activities involving vertebrate animals are planned at any time during the proposed project at any performance site, check "Yes." Otherwise, check "No".

VIII. AMERICAN CANCER SOCIETY RESEARCH PRIORITY

Indicate with which of the ACS research priorities your proposal aligns. Multiple values may be selected. The ACS research priorities are as follows:

- Etiology (causes of cancer)
- Obesity/Healthy Eating and Active Living (HEAL)
- Screening and Diagnosis
- Treatment
- Survivorship
- Health Equity Across the Cancer Continuum

For more information on these priorities, please visit <https://www.cancer.org/research/we-fund-cancer-research/apply-research-grant/extramural-priority-research-areas.html>

B. PROPOSAL ATTACHMENTS

I. BIOGRAPHICAL INFORMATION

Provide biographical information, research support, and publications for the principal investigator on the ACS biographical information template. Please note: signature of the PI's department chair is required on the biographical information page to verify eligibility.

II. ABSTRACT

Provide a brief (300-500 words) summary of the research, including Background, Objective/Hypothesis, Specific Aim(s), Study Design, and Cancer Relevance. The final sentence of the abstract should summarize the focus and cancer relevance of the project in non-scientific terms.

III. RESEARCH PLAN

Using the template page and up to four (4) continuations pages – five (5) pages total – provide a description of the proposed research.

Organize your research strategy into the following sections:

- Background and Significance
 - Explain the importance of the problem or critical barrier to progress that the proposed project addresses.
 - Describe the strengths and weaknesses in the rigor of the prior research (both published and unpublished) that serves as the key support for the proposed project.
 - Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
- Innovation
 - Explain 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.
 - Explain 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. Describe plans to address weaknesses in the rigor of the prior research that serves as the key support for the proposed project.
 - Describe the experimental design and methods proposed and how they will achieve robust and unbiased results
 - Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

IV. REFERENCES CITED

Each literature citation should include title, authors, book or journal, volume number, page numbers, and year of publication

V. BUDGET FORM

On the template provided, please provide a detailed budget for the proposed study within the budget allowance of the RFA and the ACS's guidelines for [allowable costs](#).

VI. BUDGET JUSTIFICATION

Use the Budget Justification to provide the additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request. If you have a quote(s), you may include it here.

6. BUDGET CONSIDERATIONS

Only direct costs that support the specific aims of the grants are permitted on IRG pilot 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 ACS-IRG awards.

A. ALLOWABLE EXPENDITURES

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research program
- Publication costs, including reprints
- Costs of computer time
- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the early stage investigator
- Equipment costing less than \$2,000 (Special justification is necessary for items exceeding this amount.)
- Registration fees at scientific meetings

B. EXPENDITURES NOT ALLOWED

- Salary of principal investigator (pilot project grant recipient)
- Honoraria and travel expenses for visiting lecturers
- Foreign travel (special consideration is given for attendance at scientific meetings held in Canada)
- Secretarial or administrative salaries
- Student tuition and fees (graduate or undergraduate)
- Books and periodicals
- Office and laboratory furniture
- Office equipment and supplies
- Rental of office or laboratory space
- Construction, renovation, or maintenance of buildings or laboratories
- Recruiting and relocation expenses
- Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses)

7. SUBMISSION INSTRUCTIONS

- Letters of intent are required to assist in the identification and recruitment of reviewers. Applicants will receive an automated notification once their LOI has been received. No formal invitation to submit will be sent and applicants may proceed with their proposal submission.
- Applicants will submit their proposals via Microsoft Forms which will automatically be delivered to the UFHCC Office Research Administration

8. 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)

- Scientific Merit
- Cancer Relevance
- Ability of the investigator to carry out the project
- Potential impact on the burden of cancer in the catchment area and alignment with UFHCC strategic goals

9. AWARDEE REQUIREMENTS

- Grantees must submit an annual report on progress and publication and grant outcomes. The first report due upon completion of the project. Subsequent reports on outcomes will be collected for seven (7) years in accordance with ACS guidelines
- Dissemination of the results developed under this award are encouraged to be made publicly available and published in scholarly journals. All publications should acknowledge “*Supported by Grant #21-139-01-IRG from the American Cancer Society*” and must be in PMCID compliance.

For any questions, please reach out to the UFHCC Office of Research Administration at researchadmin@cancer.ufl.edu.