

**TITLE:** Cedars-Sinai CTSI Clinical Scholar and Eigler-Whiting-Mann Grants

## **I. OBJECTIVES OF THE PROGRAM**

The overall goal of the Cedars-Sinai CTSI Clinical Scholars Grant program is to assist promising investigators in the early stages of their career development to become well-trained clinician-scientists competitive for NIH research project (R01) grant support. To accomplish this goal, seed money grants will be awarded for the purpose of conducting studies to generate preliminary data to support an application for a NIH career development (K08 or K23) or research project (R01) grant. It is expected that this award will supplement other departmental sources of funding available for the applicant's research career development and will not be the sole funds available to support the applicant's salary and research efforts.

## **II. AWARD INFORMATION**

### **1. Funds Available**

It is anticipated that multiple awards not to exceed \$30,000 will be awarded, of which at least one will be an Eigler-Whiting-Mann grant. Because the nature and scope of each award will vary, it is anticipated that the size of each award may vary also. Awards are contingent on the availability of funds. Funds must be used at CSMC and are not transferrable to another institution.

### **2. Allowable Costs**

**Salary:** Clinical Scholar salary is discouraged, but in special cases faculty applicants may include up to \$10,000 in salary and benefits if well justified. Salary for mentors, post-doctoral fellows, or students is not allowed. Technician/coordinator salaries are allowable.

**Ancillary Personnel Support:** Salary for secretarial and administrative assistance, etc. is not allowed.

**Supplies:** Supplies such as disposables, chemicals, reagent kits, animals, etc. may be included.

**Equipment:** Purchase of small items of equipment may be included if justified. In general, the single item value should be less than \$1,000, but purchase of larger pieces of equipment may be allowable with prior approval from the program leadership.

**Career Development:** Expenses such as tuition and fees related to career development may be included.

**Travel:** Up to \$1,200 for travel to research meetings or training may be included.

**Indirect Costs:** Indirect costs will not be charged by the Research Institute.

Exceptions to the guidelines for allowable costs will be considered. If an item is essential for the conduct of the proposed research, include the item and make a thorough justification.

### 3. Term of Award

The project should be of appropriate scope that the research can be completed in one year of full-time effort. If there are funds that are not expected to be spent by June 30 of the first year of the award, a no-cost extension may be granted. A request for a no-cost extension should be e-mailed to Emma Yates Casler by June 1. The request must include a brief progress report describing the progress that has been made toward completion of the specific aims including any publications and presentations resulting from the research. Describe any problems that were encountered and the steps that were taken to overcome the problems. In addition the request must include a revised budget indicating the funds remaining and their intended use in the second year. All funds must be used at CSMC and are not transferrable to another institution.

### 4. Final Progress Report and Presentation

A final written progress report must be e-mailed to Emma Yates Casler by August 31 after the first year of the grant, or the second year if a no-cost extension was granted. The progress report should describe the results of the research, publications and presentations that have resulted from the research, and any research grant applications submitted or planned for submission that include data from this grant. It is expected that a slide presentation will be made at the Clinical Scholars Graduation Ceremony describing the results of the research project.

## III. ELIGIBILITY

**Applicant:** Applicants for this award must be enrolled in the CSMC Clinical Scholars Program. Scholars must have successfully completed the first year program requirements prior to the award. In certain cases exemptions may be made based on prior completion of selected requirements. Second year scholars who did not receive a Clinical Scholar or Eigler-Whiting-Mann Grant the previous year may apply. Successful applicants must be able to devote a minimum of 50% of full-time effort to conducting research activities. The remaining effort may be devoted to research, clinical and teaching activities.

**Mentor:** The applicant must name a primary sponsor/mentor, who is committed to the development and support of the applicant. The mentor, together with the applicant will be responsible for the planning, direction, and execution of the award. The mentor should be recognized as an expert in the area of research proposed and should have sufficient independent funding to cover the costs of the proposed project in excess of the allowable costs of this award. Mentors must be members of the Cedars-Sinai faculty, or in special cases may be members of the UCLA faculty when appropriate expertise is not available at CSMC or the career development of the applicant would be better served. The applicant may also nominate co-mentors as appropriate to the goals of the project. If the primary mentor is not located at CSMC, a co-mentor who is located at CSMC must be included.

**Institutional Support:** The applicant must demonstrate that adequate laboratory, clinical and/or other resources, and protected research time are available to conduct the proposed project.

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Content and Form of Application Submission**

All required forms and documents must be prepared as Word documents and submitted electronically as one package. The documents must be single spaced using Arial 11 point font with 1 inch margins. The following are required components:

- Cover Letter
- CSMC Face Page
- CSMC Budget
- Budget Justification
- CSMC Lay Summary
- CSMC Statement of Financial Interest (SOFI)
- NIH Biosketch
- Other Support
- Applicant Statement
- Specific Aims
- Research Plan
- Statements of support from mentor and co-mentors
- Statement guaranteeing protected research time from Division/Department head
- Environment description

### **2. Submission Date and Time**

All application materials must be e-mailed to Emma YatesCasler before 5:00 PM Pacific Daylight Time on June 14, 2013. All application materials must be in a single PDF file with the exception of letters of support, which may be in separate files. No paper applications will be accepted. All applications must be complete prior to the submission deadline. If human or animal subjects are included, appropriate IRB or IACUC approvals must be obtained. Evidence of approval need not be submitted prior to the application deadline, but must be provided prior to an award being made.

### **3. Other Submission Requirements**

**Cover Letter:** The cover letter must include the list of mentors and co-mentors, including name, department affiliation, and institution if not CSMC.

**Applicant Statement:** The applicant statement is limited to 1 page. The statement should include a brief description of the applicant's research experience and training including any prior publications, career goals and how the successful completion of the proposed research project will be used to further the applicant's research career development. Include a statement regarding the percentage of full-time effort the applicant will commit to the proposed research project.

**Specific Aims:** Specific aims are limited to one page. This section should include a concise overview of the project including basic rationale and significance as well as the specific research goals.

**Research Plan:** The research plan is limited to 5 pages not including the references. The 5-page plan must include:

1. **Title** of the proposed project.
2. **Background.** Describe the relevant literature supporting the hypothesis and the feasibility of the proposal.
3. **Preliminary Data.** Describe relevant past work by the applicant, including collaborations.
4. **Experimental Plan.** Describe the research objectives, study design, methodology, and anticipated results, citing relevant literature. Figures and Tables should be included in the body of the text where applicable. Describe potential research challenges and possible approaches for overcoming them.
5. **Statistical Analysis.** Describe the statistical analysis plan. Include a sample size justification and power analysis. It is highly recommended that applicants consult with statisticians prior to completing the application.
6. **Timeline.** Briefly indicate the timeline by which the experiments will be conducted, analyzed and published. This may take the form of a table or figure.
7. **Significance.** Describe the significance of the proposed research to human health. Include a brief discussion of the potential of the proposed research to generate future peer-reviewed extramural grant support and the applicant's plan for securing such support.

**Statements of Support:** The applicant must name a primary mentor who, together with the applicant, is responsible for planning, directing, monitoring, and executing the research. The mentor must describe availability of sufficient independent research funds to cover the costs of the proposed research project in excess of the allowable costs of this award. Statements must be provided by each mentor and co-mentor describing the nature of their interaction with the applicant related to the proposed research. A statement affirming that the applicant will be provided protected research time that meets or exceeds the percentage of full-time effort proposed in the application must be provided by the applicant's Division Chief or Department Chair.

**Environment:** The applicant must provide a concise description of the facilities available for the conduct of the proposed research including laboratory space and equipment, statistical resources, core facilities, office space, technical support, etc. as applicable.

**Budget:** The applicant must submit a completed CSMC budget form. In addition, a detailed budget justification describing the proposed use of funds is required. All proposed uses must be adequately justified as necessary for the conduct of the proposed research.

## **V. REVIEW INFORMATION**

### **1. Oral Presentation**

Each applicant must give a 10 minute oral Powerpoint presentation to the review committee. An additional five minute question and answer session will follow. The applicant's mentor(s) is not required to attend the presentation, however mentors are encouraged to be present. The mentor will not be allowed to answer questions on the applicant's behalf.

### **2. Criteria**

Only the review criteria described below will be considered in the review process.

#### **Applicant**

- Does the applicant have potential to develop an independently funded research career?
- Does the applicant show a commitment to a career with a significant research component?
- Has the applicant defined clear and realistic career goals?

#### **Research Plan**

- Are the proposed research question, design, and methodology of significant scientific and technical merit?
- Is the scope of the project appropriate?
- Is the proposed research likely to enhance the applicant's research career?
- What is the potential for the proposed research to lead to future peer-reviewed extramural funding?

#### **Mentor**

- Does the mentor(s) have adequate and appropriate expertise in the proposed area of research?
- Does the mentor have sufficient independent funds to cover the costs of the proposed research project in excess of the allowable costs of this award?
- Is the mentor(s) committed to enhancing the research career of the applicant?

#### **Environment**

- Is the research environment adequately described?
- Does the applicant have sufficient resources available to complete the proposed project?
- Does the applicant have sufficient protected research time to complete the proposed project?

#### **Budget**

- Are the proposed costs allowable and appropriate?

- Is the budget sufficient to cover the costs of the proposed project? If not, are there adequate independent funds available to complete the project?
- Is the budget justification appropriate?

### **Additional Review Criteria**

Consideration will be given to the adequacy of the protections for human subjects including data safety monitoring if appropriate.

Consideration will be given to the appropriateness of the use of animals in the proposed research.

Other grant support will be considered at the time funding decisions are made.

### **3. Revision**

The review panel will critique the applications and make recommendations for revisions to correct flaws in the proposals. Each applicant whose project is selected for funding is expected to revise their application and resubmit the revised application in a timely manner. The revised applications will be re-reviewed administratively. No award will be made until the application has been satisfactorily revised.