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| PPT-CCTST-Element1.tif PPT-CCTST-Element1 | **Center for Clinical and Translational Science and Training**  University of Cincinnati Academic Health Center  3333 Burnet Avenue  Loc. S, 2nd Floor, Suite 500, ML 11028  Cincinnati, OH 45229  Voice: 513.803.8575  Fax: 513.803.1039  Web: cctst.uc.edu |
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**Processes and Methods Pilot Grant Program**

**Application Instructions**

**Funding Period: 10/03/2016 - 01/31/2017**

## Application Submission Deadline: September 30, 2016

For questions regarding these instructions, please visit <https://cctst.uc.edu/programs/pilot/processes> or contact Jonathan Hoehn at 513-803-8575 or [jonathan.hoehn@uc.edu](mailto:jonathan.hoehn@uc.edu).

1. **Background:** The Center for Clinical and Translational Science and Training (CCTST) is supported by the NIH Clinical and Translational Science Award (CTSA). The mission of the CCTST is to stimulate research that has the potential to positively impact human health. The Processes and Methods pilot grant mechanism is designed to enable investigators at all levels to explore ways to improve the efficiency and effectiveness of the processes and methods used in clinical and translational research.
2. **Purpose of grants:** This small grant program is designed to support investigators at all levels including, but not limited to, clinical research professionals, community members (defined broadly to include Greater Cincinnati), and patient advocacy groups at a local, regional, or national level. The goal of this program is to improve processes and methods in clinical and translational research. Examples of such awards have included funding for research designed to improve complex data acquisition and harmonization methods and innovative methods for enhancing the recruitment of specialized populations such as underrepresented minorities (URM) and vulnerable populations. Each of the RFA submission dates will have a specific focus and 3-5 deadlines/year are planned. For the September 30, 2016 submission deadline, proposals are requested that describe innovative processes or methods in the following areas (for this cycle we are focusing on novel methods related to environmental exposure and data validity):
3. Methods to analyze cumulative exposure to environmental toxins and mixtures.
4. Methods for evaluating the validity and reliability of data elements stored in the Electronic Health Record (EHR) and processes for improving research use of the EHR.
5. **Eligibility**: Applications will be accepted from faculty or staff from all University of Cincinnati campuses, the Academic Health Center (CCHMC, UC, VAMC, UCMC), or any of the regional colleges including Xavier University, Mount Saint Joseph University, Northern Kentucky University, Thomas More College, and Miami University. This program is open to members of the Greater Cincinnati community and patient advocacy groups at a local, regional or national level. Advanced degrees (MD, PhD, MD-PhD or equivalent) are not required for eligibility. Collaborative groups of investigators spanning multiple disciplines and programs are strongly encouraged. Submissions from underrepresented and minority investigators are also encouraged.
6. **CCTST Membership**: All applicants for Processes and Methods pilot grant consideration must be CCTST members. CCTST membership is free and open to all. For more information about CCTST membership and our online membership registration form go to <http://cctst.uc.edu/user/register>.
7. **Process**: Applicants must submit a 1-page proposal in the format listed below. Funding requests of up to $10,000 are acceptable. Special requests for funding up to $20,000 must be approved, prior to submission, in writing by Drs. Heubi, McCormack or Trapnell ([jonathan.hoehn@uc.edu](mailto:jonathan.hoehn@uc.edu)). Funds may not be used to support faculty salaries or salaries of the investigators but can be used for support staff or other expenses related to the application. Awards will be made within 1 month of the deadline and must be utilized within the fiscal year awarded (by June 30, 2017). THERE WILL BE NO CARRYOVER OF AWARDS BEYOND JUNE 30, 2017.
8. **Application submission: Please** note that applications must be submitted through the **CCTST Competition and Awards Program Site (CCAPS)**: [**https://ccaps.research.cchmc.org/welcome**](https://ccaps.research.cchmc.org/welcome). Log in using your UC (“6+2”) or CCHMC username and password. If you do not have a UC or CCHMC username and password, please contact Jonathan Hoehn at [jonathan.hoehn@uc.edu](mailto:jonathan.hoehn@uc.edu) or 513-803-8575 to obtain one.
9. **Signatures:** The signatures of all participating investigators and their respective division director, departmental chairperson(s), or organization leader are required.
10. **Application forms and guidelines**: Applications must be assembled as a single PDF file and submitted through CCAPS before midnight of the application submission deadline date. The application form was modified from the PHS 398 form located at <http://Grants.Nih.Gov/Grants/Funding/Phs398/Phs398.html>) and is attached. This RFA announcement is also published on the CCTST website under Funding Opportunities, <http://cctst.uc.edu/funding> or under Processes and Methods Pilot Grant Program, <http://cctst.uc.edu/programs/pilot/processes> . Labs/investigators that have received CCTST funding in the past 12 months are not eligible for Processes and Methods funding.
11. **Composition of research proposal:** Proposals should include a face page, NIH biosketch (if not available a resume or CV can be submitted) and a 1-page brief description of the project (excluding references) including the following items: a) cite any prior CCTST funding, resulting grant submissions and outcomes, b) background, c) hypothesis or aims, d) a clear, itemized, one or two sentence description of how the funds will be spent ($10,000-20,000), e) how this award might position you to apply for additional extramural support in a related area, f) attestations that; 1. The current Processes and Methods proposal does not overlap with other CCTST funding for key personnel, 2. You will notify CCTST of future grant applications (submitted, funding received, denied) and comply with CCTST queries and requests for information, and 3. Any publications will acknowledge the [National Institutes of Health (NIH) Clinical and Translational Science Award (CTSA) program](http://www.ncats.nih.gov/research/cts/ctsa/ctsa.html), grant 1UL1TR001425-02. Please note that special priority and support will be given to awardees for access to data management and biostatistical support through Research Central.
12. **Review criteria:**

Applications will be reviewed based on responsiveness to the RFA, scientific merit, feasibility, and potential impact of the work on improving the processes/methods used in the clinical/translational research process.

1. **Progress report:** A 1-page progress report is required within 6 months of completion of the funding period which will include specific accomplishments and future plans for intra- or extramural grant support.

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| CCTST Pilot Grant Program **Processes and Methods Pilot Grant Application** | | | | | | | | | | | |
| 1. TITLE OF PROJECT *(Do not exceed 56 characters, including spaces and punctuation.)* | | | | | | | | | | | |
| 1a. Type of application:  Research proposal  TR Faculty Development Award  Retreat proposal  Core proposal | | | | | | | | | | | |
| **2. PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR** | | | | | | **New CCTST Investigator  No  Yes** | | | | | |
| 2a. NAME *(Last, first, middle)* | | | | | | 2b. DEGREE(S) |  | | | | |
|  |  | | |  |  |
| 2c. POSITION TITLE | | | | | | 2d. MAILING ADDRESS *(Street, city, state, zip code)* | | | | | |
| 2e. DIVISION | | | | | |  | | | | | |
| 2f. DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT | | | | | |
| 2g. TELEPHONE AND FAX *(Area code, number and extension)* | | | | | | E-MAIL ADDRESS: | | | | | |
| TEL: | | FAX: | | | |  | | | | | |
| **3. CO-INVESTIGATOR** | | | | | | **New CCTST Investigator  No  Yes** | | | | | |
| 3a. NAME *(Last, first, middle)* | | | | | | 3b. DEGREE(S) |  | | | | |
|  |  | | |  |  |
| 3c. POSITION TITLE | | | | | | 3d. MAILING ADDRESS *(Street, city, state, zip code)* | | | | | |
| 3e. DIVISION | | | | | |  | | | | | |
| 3f. DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT | | | | | |
| 3g. TELEPHONE AND FAX *(Area code, number and extension)* | | | | | | E-MAIL ADDRESS: | | | | | |
| TEL: | | | | FAX: | |  | | | | | |
| 4. Human Subjects Research  No  Yes | | | | 4a. Research Exempt  No  Yes  If “Yes,” Exemption No. | | 4b. Human Subjects Assurance No.  4c. NIH-Defined Phase I Clinical Trial  No  Yes | | | 5. Human Subjects Protection Certification:  No  Yes  5a. Certification Date: | | |
| 6. Vertebrate Animals  No  Yes  6a. If “Yes,” IACUC Approval Date    6b. Animal Welfare Assurance No. | | | | 7. IBC Protocol  No  Yes  7a. If “Yes,” Approval Date:    7b. Approval Number: | | 8. Radiation  No  Yes  8a. If “Yes,” Approval Date | | |  | | |
| 9. DATES OF PROPOSED PERIOD OF  SUPPORT *(month, day, year—MM/DD/YY)* | | | | | | 1. COSTS REQUESTED   Direct Costs ($) | | |  | | |
| From | Through | | | | |  | | |  | | |
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| 12. The undersigned reviewed this application for a CCTST research award and are familiar with the policies, terms, and conditions of UC and/or CCHMC concerning research support and accept the obligation to comply with all such policies, terms, and conditions. | | | | | | | | | | | |
| Primary Applicant: | | | | | | Division Chair of Primary Applicant: | | | | | |
| Signature of Primary Applicant | | | | | Date: | Signature of Division Chair of Primary Applicant | | | | | Date: |
| Affiliate applicant: | | | | | | Division Chair of Affiliate Applicant: | | | | | |
| Signature of Affiliate Applicant | | | | | Date: | Signature of Division Chair of Affiliate Applicant: | | | | | Date: |
| OFFICE USE ONLY: | | | Received by: | | | | | Date Received: | | | |