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| PPT-CCTST-Element1.tifPPT-CCTST-Element1 | **Center for Clinical and Translational Science and Training**University of Cincinnati Academic Health Center3333 Burnet AvenueLoc. S, 2nd Floor, Suite 500, ML 11028Cincinnati, OH 45229Voice: 513.803.1412Fax: 513.803.1039Web: cctst.uc.edu |
|  |

**Just-In-Time Core Grant**

**Application Instructions**

**Funding Period: 07/01/2017-6/30/2018**

## Application Submission Deadline: Wednesday, November 1, 2017 (by 5:00 pm)

For questions regarding these instructions, please visit <https://cctst.uc.edu/programs/pilot/jit> or contact Laura Reedy at laura.reedy@cchmc.org.

1. **Background:** The Center for Clinical and Translational Science and Training (CCTST) is supported by the NIH Clinical and Translational Science Award. The mission of the CCTST is to stimulate research that has the potential to positively impact human health. The mission of the Just-In-Time (JIT) grant mechanism is to enable investigators to use UC or CCHMC Core facilities to obtain critical data for submission of a competitive extramural proposal, patent application or commercialization agreement.
2. **Purpose of grants:** This small grants program is designed to support basic, clinical and translational science investigators who require the services of an institutional core to develop key preliminary data for federal (K23, R01, DOD, VA, etc.), foundation or professional association grant funding. Investigators may apply for up to $7,500 annually in support for core services that would directly facilitate the submission of a new or revised application for extramural funding. The Just-In-Time funding must be spent within the fiscal year awarded (by June 30, 2018).
3. **Participating cores:**

[**Animal Behavioral Core**](http://www.cincinnatichildrens.org/research/cores/default/)

Cincinnati Children’s Hospital Medical Center

<http://www.cincinnatichildrens.org/research/cores/animal/default/>
Director: Charles V. Vorhees, PhD, charles.vorhees@cchmc.org, 513-636-8622

[**Cardiovascular Imaging Core Research Laboratory**](http://www.cincinnatichildrens.org/research/cores/cardio-imaging/default/)

Cincinnati Children’s Hospital Medical Center

 <http://www.cincinnatichildrens.org/research/cores/cardio-imaging/default/>

Director: Michael Taylor, MD, michael.taylor1@cchmc.org, 513-636-9806

[**Cell Manipulations Laboratory**](https://research.cchmc.org/translationalcores/cellular-processing/gmp-cell-manipulation)

Cincinnati Children's Hospital Medical Center
<https://research.cchmc.org/translationalcores/cellular-processing/gmp-cell-manipulation>

Scientific Director: Carolyn Lutzko PhD, carolyn.lutzko@cchmc.org, 513-803-2420

[**Center for Autoimmune Genomics and Etiology (CAGE)**](http://www.cincinnatichildrens.org/research/divisions/a/genomics-etiology/default/)

Cincinnati Children’s Hospital Medical Center

<http://www.cincinnatichildrens.org/research/divisions/a/genomics-etiology/default/>

Contact: John Harley, MD, PhD, John.Harley@cchmc.org, 513-803-3665

[**Confocal Imaging Core**](https://research.cchmc.org/cic/)

Cincinnati Children's Hospital Medical Center

<https://research.cchmc.org/cic>/

Director: Matthew Kofron, PhD, matthew.kofron@cchmc.org, 513-803-9055

cic@cchmc.org

[**Diagnostic Immunology Lab**](http://www.cincinnatichildrens.org/service/i/immune-deficiency/diagnostic-lab/)

Cincinnati Children's Hospital Medical Center

<http://www.cincinnatichildrens.org/service/i/immune-deficiency/diagnostic-lab/>

Directors: Jack Bleesing, MD, PhD, jack.bleesing@cchmc.org and Rebecca Marsh, MD,

rebecca.marsh@cchmc.org

[**DNA Sequencing and Genotyping Core**](https://dna.cchmc.org/www/main.php)- Computational Medicine Center

Cincinnati Children’s Hospital Medical Center

<https://dna.cchmc.org/www/main.php>
Contact: David Fletcher, david.fletcher@cchmc.org, 513-803-4897

[**Epigenomics Data Analysis Core**](https://cctst.uc.edu/node/2570)
Cincinnati Children’s Hospital Medical Center

<https://cctst.uc.edu/node/2570>
Director: Artem Barski, PhD, artem.barski@cchmc.org, 513-636-1851

[**Gene Expression Core**](http://www.cincinnatichildrens.org/research/cores/gene-expression/default/)

Cincinnati Children’s Hospital Medical Center

 <http://www.cincinnatichildrens.org/research/cores/gene-expression/default/>

 Director: Steven Potter, PhD, steve.potter@cchmc.org, 513-636-4850

**[Genomics, Epigenomics and Sequencing Core](http://eh.uc.edu/genomics/)**

University of Cincinnati

<http://eh.uc.edu/genomics/>

Director: Shuk-mei Ho, PhD, genomics@uc.edu , 513-**558-4764**

[**The Heart Phenotype Lab**](http://med2.uc.edu/pharmacology/IHL/)

University of Cincinnati
<http://med2.uc.edu/pharmacology/IHL/>

Director: Jo El Schultz, PhD, Jo.E.Schultz@uc.edu, 513-558-9754

[**Human Genetics Core**](https://www.cincinnatichildrens.org/research/divisions/h/genetics)

Cincinnati Children’s Hospital Medical Center

<https://www.cincinnatichildrens.org/research/divisions/h/genetics>
Interim Director: William Nichols, PhD, bill.nichols@cchmc.org, 513-636-3308

[**Imaging Research Center**](https://irc.cchmc.org/)

Cincinnati Children’s Hospital Medical Center

[http://www.irc.cchmc.org](http://www.irc.cchmc.org )

Director: Chuck Dumoulin, PhD, Charles.Dumoulin@cchmc.org , 513-636-7721

[**Laboratory Animal Medical Services (LAMS)**](http://medcenter.uc.edu/lams) **– per diem cost not allowed**

University of Cincinnati

<http://medcenter.uc.edu/lams>

Director: Joanne Tetens-Woodring, DVM, joanne.tetens-woodring@uc.edu, 513-558-5518

[**Live Microscopy Core**](https://med.uc.edu/molecular-and-cellular-physiology/about/live-microscopy-core)

University of Cincinnati

<https://med.uc.edu/molecular-and-cellular-physiology/about/live-microscopy-core>
Director: Christian Hong, PhD, christian.hong@uc.edu, 513-558-5093

Manager: Chet Closson, chet.closson@uc.edu, 513-558-4607

[**Mass Spectrometry Facility**](http://www.cincinnatichildrens.org/research/divisions/p/pathology/spectrometry-lab/) **(Clinical and Biomedical)**

Cincinnati Children’s Hospital Medical Center <http://www.cincinnatichildrens.org/research/divisions/p/pathology/spectrometry-lab/>

Director: Kenneth D. Setchell, PhD, kenneth.setchell@cchmc.org, 513-636-4548

massSpecfacility@cchmc.org

[**NMR-based Metabolomics Core**](http://www.cincinnatichildrens.org/research/cores/metabolomics/services/)
 Cincinnati Children’s Hospital Medical Center

<http://cincinnatichildrens.org/research/cores/metabolomics/services>
 Director: Lindsey Romick-Rosendale, PhD, metabolomics@cchmc.org, 513-803-2765

[**Pathology Research Core**](http://www.cincinnatichildrens.org/research/cores/pathology-core/default/)

Cincinnati Children’s Hospital Medical Center

<http://www.cincinnatichildrens.org/research/cores/pathology-core/default/>
 Director: David Witte, MD, david.witte@cchmc.org, 513-636-8159

pathologyresearchcore@cchmc.org

[**Pharmacometrics**](https://www.cincinnatichildrens.org/research/divisions/c/pharmacology/pharmacometric)

Cincinnati Children’s Hospital Medical Center

<https://www.cincinnatichildrens.org/research/divisions/c/pharmacology/pharmacometric>
Director: Sander Vinks, PharmD, PhD, sander.vinks@cchmc.org, 513-636-0159

[**Pluripotent Stem Cell Facility**](https://research.cchmc.org/stemcell/)

Cincinnati Children’s Hospital Medical Center

<https://research.cchmc.org/stemcell/>

Co-Director: James Wells, PhD, james.wells@cchmc.org, 513-636-9254

Co-Director: Chris Mayhew, PhD, christopher.mayhew@cchmc.org, 513-636-9254

[**Protein Informatics Core**](https://research.cchmc.org/proteincore/)

Cincinnati Children’s Hospital Medical Center

<https://research.cchmc.org/proteincore/>

Contact: Jarek Meller, jmeller@cchmc.org, 513-636-0270

[**Proteomics Laboratory**](http://med.uc.edu/cancerbiology/research/proteomics)

University of Cincinnati

<http://med.uc.edu/cancerbiology/research/proteomics>

Director: Ken Greis, PhD, ken.greis@uc.edu, 513-558-7102

[**Pyrosequencing Lab for Genomic and Epigenomic Research**](https://research.cchmc.org/plge/)

Cincinnati Children’s Hospital Medical Center

<https://research.cchmc.org/plge/>

Director: Hong Ji, PhD, hong.ji@cchmc.org, 513-803-5055

pyrocore@cchmc.org

[**Research Flow Cytometry Core**](http://www.cincinnatichildrens.org/research/cores/flow-cytometry/default/)

Cincinnati Children's Hospital Medical Center

<http://www.cincinnatichildrens.org/research/cores/flow-cytometry/default/>

Director: Sherry Thornton, PhD,sherry.thornton@cchmc.org, 513-636-1318, 513-636-3575

RFCC@cchmc.org

[**Structural Biology and Protein Expression/Purification Facility**](http://molgen.uc.edu/research/structural/structural.aspx)

University of Cincinnati Department of Molecular Genetics, Biochemistry & Microbiology
 <http://molgen.uc.edu/research/structural/structural.aspx>

Contact: Tom Thompson, PhD, tom.thompson@uc.edu, 513-558-4517

[**Transgenic Animal and Genome Editing Core Facility**](http://www.cincinnatichildrens.org/research/divisions/d/dev-biology/core/)

Cincinnati Children’s Hospital Medical Center
<http://www.cincinnatichildrens.org/research/divisions/d/dev-biology/core/>

Director: Yueh-Chiang Hu, PhD, yueh-chiang.hu@cchmc.org, 513-803-4962

[**Translational Trials Development and Support Laboratory**](https://research.cchmc.org/translationalcores/ttdsl)

**Cincinnati Children’s Hospital Medical Center**

<https://research.cchmc.org/translationalcores/ttdsl>

Contact: **Lilith Reeves**, 513-636-3468

[**Vector Production Facility**](https://research.cchmc.org/translationalcores/vector-production/gmp-vector-production)

Cincinnati Children's Hospital Medical Center

<https://research.cchmc.org/translationalcores/vector-production/gmp-vector-production>

Director: Bill Swaney, william.swaney@cchmc.org, 513-636-0958

[**Viral Vector Core**](https://research.cchmc.org/translationalcores/vector-production/pre-clinical-and-research-vector-products)

Cincinnati Children's Hospital Medical Center
<https://research.cchmc.org/translationalcores/vector-production/pre-clinical-and-research-vector-products>

Director: Carolyn Lutzko, PhD, carolyn.lutzko@cchmc.org, 513-803-2420

[**Vontz Core Imaging Laboratory (VCIL)**](https://med.uc.edu/research/cores)

University of Cincinnati

<https://med.uc.edu/research/cores>
Contact: Lisa Lemen, PhD, lisa.lemen@uc.edu, 513-558-7930

**NOTE**: If the Core you wish to use is not on this list, or if you are a Core Director and would like your Core to be considered, please send a formal request to have it added to the approved list to Amy Hartkemeyer, Business Director (amy.hartkemeyer@cchmc.org). Include rationale regarding how your Core is utilized for clinical or translational studies. The CCTST leadership will consider the request.

1. **Eligibility**: Applications will be accepted from all full time (80% or greater FTE) faculty members in the Academic Health Center (CCHMC, UC, VAMC), including basic scientists, physicians, nurses, and other health care faculty with advanced degrees (MD, PhD, MD-PhD or equivalent). Collaborative groups of investigators spanning disciplines and programs made up of basic and clinical faculty are strongly encouraged.
2. **CCTST Membership**: All applicants for Just-In-Time 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>.
3. **Process**: Applicants must submit a 1-page proposal in the format listed below. Funds must be utilized within the fiscal year awarded (by June 30, 2018).

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.

1. **Signatures:** The signatures of all participating investigators and their respective division director or departmental chairperson(s) are required.
2. **Application forms and guidelines**: Applications must be assembled as a single PDF file and submitted through CCAPS by 5:00 pm on 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> and on the Just-In-Time home page, <https://cctst.uc.edu/programs/pilot/jit>.

Only routine Core costs are allowed. Applications containing costs for supplies, animals, or salaries outside of routine core costs will be denied. **CCTST JIT and Pilot grant funding cannot be simultaneously held.** Labs/investigators that have received CCTST funding in the past 12 months are not eligible for JIT funding. As an example, if a JIT grant is obtained in the FY16 funding cycle (July 2015, Oct 2015, Feb 2016), the applicant would not be eligible to reapply for a JIT until July 2017. The highest priority for JIT funding is a recent, scored but unfunded extramural proposal that cites a critical data deficiency that is addressable with UC or CCHMC Core funding. High priority will also be given to applications that support a successful letter of intent to an extramural agency, or resubmission of an unfunded, recent grant.

1. **Composition of research proposal:** Proposals should include a face page (shown on page 6 of this document), biosketch, and 1-page brief description of the project including the following items: a) cite any prior CCTST funding, resulting grant submissions and outcomes, b) state whether current JIT proposal supports a successful, extramural letter of intent, scored but unfunded extramural grant submission, or resubmission of an unfunded grant, c) background, d) hypothesis, e) aims, f) a clear, itemized, one or two sentence description of how the funds will be spent (up to $7,500), g) plans for future grant submission including agency and date, h) attestations that; 1. JIT proposal does not overlap with other CCTST funding for investigator or laboratory, 2. You will notify CCTST of future grants (submitted, received, denied), patent applications and licensing agreements, and comply with CCTST queries and requests for information, and 3. You have consulted with the Core Director prior to submission, and he/she has completed the CCTST Just-in-Time Core Director Approval Form (page 7, below). Proposals must be submitted in single-spaced text, with one-half inch margins, and font no smaller than 11-point Arial or Helvetica typeface (preferred).
2. **Review criteria:**

Applications will be reviewed based on responsiveness to the RFA, scientific merit, feasibility, and the specific plans for utilizing the Pilot Data to be obtained from the JIT funding. Applications must clearly state how the results will support the development of an external grant funding application.

Features of a strong JIT proposal

1. Contains all required documents – face page, biosketch, project description, core director letter, all attestations, detailed budget
2. Fills a data gap required to support a prior, scored but unfunded federal proposal

**The twelve most common reasons that JIT applications are denied include:**

1. An itemized budget was not included
2. Scientific priority was low
3. No/inadequate description of planned/future JIT-dependent grant application submission
4. Lack of clarity as to whether the anticipated data would be necessary or sufficient to support an external grant application
5. Budget scope extends beyond routine core costs
6. The support requested overlaps with existing research funding
7. The applicant had received CCTST funding within 12 months preceding JIT submission.
8. Project falls outside the scope of the JIT mechanism
9. Prior JIT grant funded, but no extramural grant or patent was submitted
10. Failure to include a letter from the CCTST Core director
11. Failure to include biosketch
12. Failure to adhere to font size, margins, page limits

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| CCTST Pilot Grant Program**Just-In-Time Core Funds 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 [ ]  YesIf “Yes,” Exemption No.      | 4b. Human Subjects Assurance No.4c. NIH-Defined Phase I Clinical Trial[ ]  No [ ]  Yes | 5. Human Subjects Protection Certification: [ ]  No [ ]  Yes5a. Certification Date:      |
| 6. Vertebrate Animals[ ]  No [ ]  Yes6a. If “Yes,” IACUC Approval Date     6b. Animal Welfare Assurance No.      | 7. IBC Protocol[ ]  No [ ]  Yes7a. If “Yes,” Approval Date:     7b. Approval Number:      | 8. Radiation[ ]  No [ ]  Yes8a. If “Yes,” Approval Date      |  |
| 9. DATES OF PROPOSED PERIOD OFSUPPORT *(month, day, year—MM/DD/YY)* | 1. COSTS REQUESTED

Direct Costs ($)      |  |
| From | Through |  |  |
|  |  |  |
| 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: |

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| PPT-CCTST-Element1.tifPPT-CCTST-Element1 | **Center for Clinical and Translational Science and Training**University of Cincinnati Academic Health Center3333 Burnet AvenueLoc. S, 2nd Floor, Suite 500, ML 11028Cincinnati, OH 45229Voice: 513.803.1412Fax: 513.803.1039Web: cctst.uc.edu |
|  |

**Center for Clinical and Translational Science and Training**

**Just-In-Time Core Director Approval**

**PI:**

**Protocol Title:**

**Core:**

**Core Director:**

|  |  |  |
| --- | --- | --- |
| **Please check YES or NO** | **YES** | **NO** |
| 1. Are the proposed experiments feasible and appropriate for your core? |  |  |
| 2. Are the proposed experiments feasible in the timeframe needed by the applicant? |  |  |
| 3. Is the proposed use of the core translational, in support of either preclinical or early phase clinical studies? |  |  |
| 4. Does the applicant intend to use the data for a clinical/translational grant proposal, patent application, or clinical trial application? |  |  |
| 5. Does the applicant plan to use the data for their application with in the next 3-4 months? |  |  |
| 6. Is the proposed budget reasonable for the proposed experiments? |  |  |
| 7. In your opinion, if funded, will the proposal have a high priority for your core?  |  |  |

**Comments:**

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**Core Director Signature / Date**

Core Director’s signature is required to process this award. Please complete, sign, date and return via scan to amy.hartkemeyer@cchmc.org. Please call (513)803-4273 for questions or concerns.

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**This section to be completed by CCTST personnel only**

|  |  |  |
| --- | --- | --- |
| **CCTST Approval required** | **Yes**  |  |
|  | **No** | **Signature and date** |

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