SAMPLE-Just-In-Time Core Grant Cycle
Application Instructions
Funding Period: Month/Day/Year-Month/Day/Year

Application Submission Deadline: Month/Day/Year (by 5:00 pm)

For questions regarding these instructions, please visit https://cctst.uc.edu/programs/pilot/jit or contact Krista Newland at Krista.Newland@uc.edu

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 (R01, DOD, VA, etc.), or equivalent scale 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.

3. 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.

4. 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.

5. Process: Applicants must submit a 1-page proposal in the format listed below. Funds must be utilized within the fiscal year awarded.

6. Please note that applications must be submitted through the CCTST Competition and Awards Program Site (CCAPS): https://ccaps.research.cchmc.org/welcome. Log in using your UC (“6+2”) or CCHMC username and password.

7. Signatures: The signatures of all participating investigators and their respective division director or departmental chairperson(s) are required.

8. 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.
9. 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 was obtained in the FY16 funding cycle (July 2015, Oct 2015, Feb 2016), the applicant is not 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. **Please read the below information regarding denial of applications and consider when preparing your proposal:**

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

1. The applicant had received CCTST funding within 12 months preceding JIT submission.
2. Proposal is not directed toward responding to a previously reviewed but unfunded grant.
3. Proposal does not stipulate how the proposed core use will respond to the previously reviewed but unfunded grant.
4. Scientific priority was low.
5. No/inadequate description of planned/future JIT-dependent grant application submission.
6. Proposed Core to be used gives the project a low priority for usage.
7. Budget scope extends beyond routine core costs.
8. The support requested overlaps with existing research funding.
9. Project falls outside the scope of the JIT mechanism.
10. Prior JIT grant funded, but no extramural grant or patent was submitted.

**10. 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. 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).

**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.

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

**11. Participating cores:**

**Animal Behavioral Core**
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**  
Cincinnati Children’s Hospital Medical Center  
Contact: Caitlin Huizing, 513-803-3221

**Cell Manipulations Laboratory**  
Cincinnati Children's Hospital Medical Center  
[https://research.cchmc.org/translationalcores/cellular-processing/gmp-cell-manipulation](https://research.cchmc.org/translationalcores/cellular-processing/gmp-cell-manipulation)  
Scientific Director: Carolyn Lutzko PhD, [carolyn.lutzko@cchmc.org](mailto:carolyn.lutzko@cchmc.org), 513-803-2420

**Center for Autoimmune Genomics and Etiology (CAGE)**  
Cincinnati Children’s Hospital Medical Center  
Contact: John Harley, MD, PhD, [John.Harley@cchmc.org](mailto:John.Harley@cchmc.org), 513-803-3665

**Confocal Imaging Core**  
Cincinnati Children’s Hospital Medical Center  
[https://research.cchmc.org/cic/](https://research.cchmc.org/cic/)  
Director: Matthew Kofron, PhD, [matthew.kofron@cchmc.org](mailto:matthew.kofron@cchmc.org), 513-803-9055  
[cic@cchmc.org](mailto:cic@cchmc.org)

**Diagnostic Immunology Lab**  
Cincinnati Children's Hospital Medical Center  
Directors: Jack Bleesing, MD, PhD, [jack.bleesing@cchmc.org](mailto:jack.bleesing@cchmc.org) and Rebecca Marsh, MD, [rebecca.marsh@cchmc.org](mailto:rebecca.marsh@cchmc.org)

**DNA Sequencing and Genotyping Core**- Computational Medicine Center  
Cincinnati Children’s Hospital Medical Center  
Contact: David Fletcher, [david.fletcher@cchmc.org](mailto:david.fletcher@cchmc.org), 513-803-4897

**Epigenomics Data Analysis Core**  
Cincinnati Children’s Hospital Medical Center  
[https://cctst.uc.edu/node/2570](https://cctst.uc.edu/node/2570)  
Director: Artem Barski, PhD, [artem.barski@cchmc.org](mailto:artem.barski@cchmc.org), 513-636-1851

**Gene Expression Core**  
Cincinnati Children’s Hospital Medical Center  
Director: Steven Potter, PhD, [steve.potter@cchmc.org](mailto:steve.potter@cchmc.org), 513-636-4850

**Genomics, Epigenomics and Sequencing Core**  
University of Cincinnati  
[http://med.uc.edu/research/core-facilities/Index/66/Facility/](http://med.uc.edu/research/core-facilities/Index/66/Facility/)  
Director: Xiang Zhang, PhD, [xiang.zhang@uc.edu](mailto:xiang.zhang@uc.edu), 513-558-4764

**Human Genetics Core**  
Cincinnati Children’s Hospital Medical Center  
[https://www.cincinnatichildrens.org/research/divisions/h/genetics](https://www.cincinnatichildrens.org/research/divisions/h/genetics)  
Director: Louis Muglia MD, PhD, [Louis.muglia@cchmc.org](mailto:Louis.muglia@cchmc.org) 513-803-7902

**Imaging Research Center**  
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

**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 (Clinical and Biomedical)**  
Cincinnati Children’s Hospital Medical Center  
http://www.cincinnatichildrens.org/research/divisions/p/pathology/spectrometry-lab/  
Contact: Stacey Reed, stacey.reed@cchmc.org, 513-636-4203

**NMR-based Metabolomics Core**  
Cincinnati Children’s Hospital Medical Center  
http://cincinnatichildrens.org/research/cores/metabolomics/services  
Director: Lindsey Romick-Rosendale, PhD, metabolomics@cchmc.org, 513-517-0256

**Pathology Research Core**  
Cincinnati Children’s Hospital Medical Center  
http://www.cincinnatichildrens.org/research/cores/pathology-core/default/  
Supervisor: Betsy DiPasquale, betsyp.dipasquale@cchmc.org, 513-636-8153

**Pharmacometrics**  
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**  
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**  
Cincinnati Children’s Hospital Medical Center  
https://research.cchmc.org/proteincore/  
Contact: Jarek Meller, jmeller@cchmc.org, 513-636-0270

**Proteomics Laboratory**  
University of Cincinnati  
http://med.uc.edu/research/core-facilities/Index/44/Facility/  
Director: Ken Greis, PhD, ken.greis@uc.edu, 513-558-7102

**Pyrosequencing Lab for Genomic and Epigenomic Research**  
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**  
Cincinnati Children’s Hospital Medical Center  
http://www.cincinnatichildrens.org/research/cores/flow-cytometry/default/  
Director: Sherry Thornton, PhD, sherry.thornton@cchmc.org, 513-636-3575  
RFCC@cchmc.org
**Structural Biology and Protein Expression/Purification Facility**  
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**  
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**  
Cincinnati Children’s Hospital Medical Center  
https://research.cchmc.org/translationalcores/ttdsl  
Contact: Lilith Reeves, lilith.reeves@cchmc.org, 513-636-3468

**Vector Production Facility**  
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**  
Cincinnati Children's Hospital Medical Center  
https://research.cchmc.org/translationalcores/vector-production/pre-clinical-and-research-vector-products  
Director: Stuart Tinch, stuart.tinch@cchmc.org, 513-517-2075

**Vontz Core Imaging Laboratory (VCIL)**  
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 Gabe Lyon, Business Director (gabe.lyon@cchmc.org). Include rationale regarding how your Core is utilized for clinical or translational studies. The CCTST leadership will consider the request.