



## REQUEST FOR LETTERS OF INTENT

## Transformative Research Pilot Projects

Pre-Submission Workshop: September 12, 2013 Letter of Intent Receipt Date: October 1, 2013

A. <u>Background:</u> This announcement invites the submission of Letters of Intent describing Transformative Research Pilot Projects that propose groundbreaking, exceptionally innovative, original and/or unconventional research with the potential to create new scientific paradigms, establish entirely new and improved clinical approaches, or develop transformative technologies, instrumentation or methodologies. Transformative Research Pilot Projects that are appropriate for support from this program must be suitable for completion within a 1 year period with a budget of up to \$50,000 direct costs. Transformative Research Pilot Projects should offer the potential for future support from the NIH Transformative Research Award Program (<a href="http://grants.nih.gov/grants/guide/rfa-files/RFA-RM-13-008.html">http://grants.nih.gov/grants/guide/rfa-files/RFA-RM-13-008.html</a>), the W.M. Keck Foundation Medical Research Program (<a href="http://www.wmkeck.org/grant-programs/medicalresearch.html">http://www.wmkeck.org/grant-programs/medicalresearch.html</a>), the Bill & Melinda Gates Foundation's Global Health or Grand Challenges Grant programs (<a href="http://www.gatesfoundation.org/How-We-Work/General-Information/Grant-Opportunities">http://www.gatesfoundation.org/How-We-Work/General-Information/Grant-Opportunities</a>), or comparable programs sponsored by other organizations.

## B. Eligibility Criteria:

- 1. Transformative Research Pilot Projects may focus in any area of research within the mission of the College of Medicine.;
- 2. The Principal Investigator (PI) must have his or her primary academic appointment in the College of Medicine at the rank of Assistant Professor, Associate Professor, or Professor. In addition to the basic science faculty, virtually all physicians employed by The Penn State Milton S. Hershey Medical Center have a primary academic appointment in the College of Medicine;
- 3. Investigators may submit only one Letter of Intent as the PI or Co-PI of a Tranformative Research Pilot Project. However, the number of projects where an investigator may serve as a Co-investigator or Collaborator is not limited.
- 4. The proposed research should be performed at a College of Medicine campus. In order to comply with requirements of the Commonwealth Universal Research Enhancement program that will support these pilot projects, the total cost of out-of-state personnel, subcontractors and consultants must not exceed 2 percent of the total grant costs.
- C. <u>Workshop for Potential Applicants:</u> All PIs who plan to submit a Letter of Intent are invited and encouraged to participate in a Pre-Submission Workshop on September 12th from 12:00 to 1:00 PM in C2860 (the Department of Anesthesia Library). At that time, the requirements of this Request will be reviewed briefly and there will be an open forum for discussion of related questions. Please feel free to bring a lunch.
- **D.** <u>Guidelines for Letter of Intent:</u> Letters of Intent should include a) a cover page with a descriptive title of the proposed pilot project, signature(s) and contact information for the Principal Investigator and any Co-PIs, Co-investigators or Collaborators; and b) a 3 page statement that addresses each of the following issues in the order listed:
  - 1. **The Problem** describe the problem that the proposal will address and its significance;

- 2. **The Approach** describe the approach that you propose to use;
- 3. The Uniqueness- explain why this proposal is exceptionally innovative or transformative;
- 4. The Investigator(s)- briefly explain how you and any collaborators have the needed expertise;
- 5. **The Environment** briefly describe the research facilities and resources available for this research;
- 6. Research Compliance- briefly clarify the status of any required IRB or IACUC approvals; and
- 7. **Future Plans** identify the specific externally-sponsored funding opportunity that you will pursue at the completion of the proposed one year Pilot Grant.

References may be included on an additional page.

- **E. Biographical Sketch and Other Support:** For the PI and any other faculty members involved in the proposed pilot project, provide an NIH Biographical Sketch, including the personal statement, (<a href="http://www.pennstatehershey.org/web/researchdevelopment/home/forms">http://www.pennstatehershey.org/web/researchdevelopment/home/forms</a>) including current Other Support information. For all active and pending awards, list the sponsor, project title, project period and current year direct costs budget and clearly indicate whether there is or is not any duplication with the studies proposed for support by the proposed pilot project.
- **F. Letter of Intent Submission:** Following the directions below, submit the Letter of Intent and all Biosketches electronically to the Research Development Dropbox, and provide 4 paper copies of the submission to Research Development in C1630 <u>on or before noon on October 1, 2013.</u>
  - 1. Save the Letter of Intent and all Biosketches in a single PDF file.;
  - 2. **Navigate** to the Research Development Dropbox website (<a href="https://rddropbox.hmc.psu.edu/DocDrop/">https://rddropbox.hmc.psu.edu/DocDrop/</a>) and use your Penn State Access ID to login;
  - 3. **Upload** your application as a single PDF as follows: In the dialogue box under **Document Title:** Last name of PI-TRP-Date (Jones-TRP-10-1-2013); and
  - 4. **Deliver** 4 printed copies of the letter of intent package to Research Development (Room C1630).

## **IMPORTANT NOTES:**

- A Proposal Internal Approval Form (PIAF) is not required at this time, but in the event that a proposal is invited and selected for award, a PIAF and Hershey Blue will be required.
- For research involving human subjects, IRB approval is not required for submission of a Letter of Intent but will be required before a proposal can be approved for funding.
- **G.** Review Process: Letters of Intent will undergo an initial review for scientific merit and programmatic relevance by the Scientific Review Committee. Based on the outcome of this preliminary review, it is anticipated that the PIs of selected pilot projects will be invited to make oral presentations of their proposals to the Committee and COM Research Leadership in late October or early November. The PIs of pilot projects that are recommended for award will be invited to prepare Strategic Plans and budget requests for submission to the Pennsylvania Department of Health in November for final approval of funding from the Communwealth Universal Research Enhancement (CURE) Program. If the proposed research involves human subjects, IRB approval must be obtained before the application can be submitted to PA-DOH.
- **H.** <u>Awards:</u> Contingent on the receipt of meritorious applications, it is anticipated that up to 6 pilot projects will be recommended for awards from the Commonwealth Universal Research Enhancement (CURE) Program effective January 1, 2014.
- **I.** <u>Evaluation Process for funded Grants:</u> PIs will be required to submit a brief initial progress report approximately 6 months following initiation of the grant award, detailed Annual Reports in June of each year, and a comprehensive Final Report in December following the completion of their project. Subsequently, the

Pennsylvania Department of Health will arrange an evaluation of the project by at least 3 independent experts in the field who will review the Strategic Plan, the Annual Reports, and the Final Report and rate the project as Outstanding, Favorable, or Unfavorable. The PI and the Institution will then be asked to respond to each of the critiques and all of this information will be posted on the PA-DOH website and made available to members of the Legislature. It is therefore essential that PIs who accept support from the CURE Program make every effort to achieve the stated aims of their project and that they commit to complying with the detailed reporting requirements of this program. In addition, PIs of funded grants will be expected to serve on the College of Medicine Scientific Review Committee for a two year period, upon request.

**J.** <u>Additional Information:</u> Questions regarding this Request for Letters of Intent should be referred to researchdevelopment@hmc.psu.edu or x6949.