

JAKE GITTLEN CANCER RESEARCH FOUNDATION

REQUEST FOR LETTERS OF INTENT for

Pilot Projects for Collaborative Cancer Research

Workshop for Potential Applicants: April 16, 2014

Letter of Intent Receipt Date: Noon, April 30, 2014

A. Overview: The mission of the Jake Gittlen Cancer Research Foundation (the “Foundation”) is to support basic research on cancer related topics. For many years, the Foundation’s mission has been advanced through the laboratories of seven Penn State Hershey investigators who have primary appointments in the Foundation (“Foundation Investigators”). The research interests of the Foundation Investigators are summarized at <http://www.pennstatehershey.org/web/gittlen/home/faculty>.

This announcement invites Letters of Intent from Penn State Hershey researchers who propose scientific collaborations with Foundation Investigators to pursue cancer research pilot projects in important and promising areas of mutual research interest. The pilot projects supported under this initiative will facilitate the development of substantial and sustained collaborative interactions between Foundation Investigators and other Penn State Hershey cancer researchers to both further the mission of the Foundation and to more fully align the Foundation’s research activities with those of the Penn State Hershey Cancer Institute.

B. Eligibility Criteria:

1. Pilot Projects for Collaborative Cancer Research may focus in any area of basic cancer research that will be conducted by investigators at Penn State Hershey;
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 primary academic appointments in the College of Medicine;
3. The PI must not be a Foundation Investigator but the Letter of Intent must include a Co-Investigator (Co-I) who is a Foundation Investigator.
4. PIs may submit only one Letter of Intent ; however, there is no limit on the number of Letters of Intent that a Foundation Investigator may contribute to as a Co-I.

C. Workshop for Potential Applicants: All PIs who plan to submit a Letter of Intent are invited and encouraged to participate in a Pre-Submission Workshop **on April 16th from 12:00 to 1:00 PM in the Anesthesia Library (C2860)**. At that time, the requirements of this Request will be reviewed briefly and there will be an open forum for discussion of related questions with Research Development staff and Foundation Investigators.

D. Program Guidelines: Letters of Intent should propose basic research on important and promising cancer-related problems that will lead to the development of preliminary data for a grant application to NIH or another national sponsor of cancer research. The intent is for these funds to support the collaborative project. Pilot projects must be appropriate for completion within a 12 month period with funding of up to \$50,000 direct costs. Although grant funds may not be used to support the salaries of either PIs or Foundation Investigators, salary support may be requested for technical support personnel. (A budget is not required at this time.)

E. Guidelines for Letter of Intent: Letters of Intent should include:

- 1) A cover page with a descriptive title of the proposed pilot project, signature(s) and contact information for the PI, Co-I(s) and any other collaborators;
- 2) A two page statement (including key references) that succinctly describes the problem that will be addressed, the specific aims that will be pursued, and the nature of the scientific contributions that will be made by the PI and Co-I; and
- 3) An NIH Biographical Sketch including the personal statement (<http://www.pennstatehershey.org/web/researchdevelopment/home/forms>) and current Other Support information for the PI and any other faculty members involved in the proposed pilot project who are not Foundation Investigators. For all active and pending awards, list the sponsor, project title, project period and current year direct cost budget and clearly indicate whether there is or is not any duplication with the studies proposed in the Letter of Intent.
- 4) **PLEASE NOTE:** An ePIAF is not required at this time.

F. Submitting the Letter of Intent: As detailed below, submit the Letter of Intent with all Biosketches to the **Research Development Dropbox**, and provide 3 paper copies of the submission to Research Development in C1630 **on or before noon on April 30, 2014.**

- 1) **Save** the Letter of Intent and all Biosketches in a **single PDF file**;
- 2) **Navigate** to the Research Development Dropbox website (<https://rddropbox.hmc.psu.edu/DocDrop/>) and use your Penn State Access ID to login;
- 3) **Upload** your application as a **single PDF** as follows: In the dialogue box under “**Title**,” type the **last name of PI-GCRF-Date (Jones- GCRF-04-30-2014)**. **Do NOT** type the title of the project; and
- 4) **Deliver** 3 printed copies of the Letter of Intent package to Research Development (C1630).

G. Review Process: Letters of Intent will undergo a preliminary review by an ad hoc committee that will include members of both the College of Medicine Scientific Review Committee (SRC) and the Foundation Executive Committee (FEC). Based on the outcome of this preliminary review, PIs of selected Letters of Intent will be invited to submit grant applications that will be reviewed for scientific and technical merit by the SRC using the standard NIH review criteria. Final funding decisions will be made by the Foundation Director in consultation with the FEC.

H. Awards: Contingent on the receipt of meritorious applications, it is anticipated that two pilot projects will be recommended for awards effective July 1, 2014. The awardees will be invited to the annual Gittlen Golf Dinner on August 21st to meet the donors who support the Foundation.

I. Additional Information: Questions regarding this Request for Letters of Intent should be referred to researchdevelopment@hmc.psu.edu or x6949.