

## **PILOT AWARD APPLICATION INSTRUCTIONS**

Irving Institute for Clinical and Translational Research

and

The Clinical Trials Office

**2016**

## Irving Institute/Clinical Trials Office 2016 Pilot Award Application

Applications are being accepted for one-year, one-time only, individual clinical and translational PILOT grants of \$50,000 each. These Columbia University **Irving Institute/Clinical Trials Office (CTO)** pilot funds are intended primarily for JUNIOR INVESTIGATORS who have not previously received extramural funding. At award time, qualified applicants must have an appointment as an Instructor, Assistant Professor (clinical or tenure track) or Associate Research Scientist at Columbia College of Physicians & Surgeons. U.S. citizenship or permanent residency status is not required. Focus of the application should be on PILOT STUDIES which will lead to independent, external funding. These awards are not meant to supplement on-going funded research.

Departmental Matching Funds (\$25,000) Required. Applicants to this program must first contact their department chair to determine the level of interest in co-sponsorship. NOTE: We cannot accept any applications that do not have the prior, written approval of the department chairperson, irrespective of the source of matching funds. Departments may wish to conduct their own, intra-departmental competition before approving submitting proposals to this program. Alternatively, departments may be willing to cost-share funds for more than one applicant. Moreover, more than one award recipient may come from the same department, providing departmental funds are available and pre-approved.

### DEFINITION OF CLINICAL AND TRANSLATIONAL RESEARCH

#### RESEARCH DIRECTED TOWARD HUMAN DISEASES

#### RESEARCH SHOULD INVOLVE ONE OR MORE OF THE FOLLOWING:

- DIRECT CONTACT WITH HUMAN SUBJECTS, INCLUDING THERAPEUTIC TRIALS, STUDIES OF GROUPS OF PATIENTS OR CLINICAL OUTCOMES;
- LABORATORY STUDIES OF HUMAN BODY FLUIDS, TISSUES, CELLS OR DEVICES;
- STUDIES IN ANIMAL MODELS OF A DISEASE IN WHICH A THERAPEUTIC APPROACH AND/OR MECHANISM OF DISEASE IS BEING INVESTIGATED.

NOTE: Applications with an interdisciplinary and collaborative approach with other departments or schools are favorably viewed.

#### DIRECTIONS:

1. All applications must be submitted through the web-based system, <http://irvinginstitute.fluidreview.com/>.
2. Applicants using FluidReview for the first time should create a new user account using their Columbia University email address. Returning FluidReview users should log into the system using their existing username and password. Each applicant will need to begin a new Irving Institute/CTO pilot application submission using the following format for the submission title, "**LAST NAME, First Name - 2016 Irving Institute/CTO Application**".
3. All applications must be submitted through the web-based application system by **5:00p EST on Friday, March 18, 2016**.
4. **Fill out all parts of the web-based Application Form** (contact information for all team members, the project title, abstract, current funding sources, submitted applications, human/animal research approvals, 12-month budget, and budget justification).

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Budget: This one-time award is in the sum of \$50,000 (\$25,000 from the Irving Institute and \$25,000 from your home Department). Your detailed budget should directly support your protocol. Each item must be justified in the budget justification section of the application form. Expenses may include salary, equipment, computer costs, etc., but the justification must be clearly stated. **Please calculate any salaries using a fringe rate of 30.5%.**

5. **Upload the body of the application (i.e., Goals, Rationale, Methods, and Future Plans) as a single PDF** that does not exceed five (5) single-spaced, typed pages (11 or 12 point font required; Arial typeface preferred), excluding references. It should include:
  - A) Goals: What are you planning to do?
  - B) Rationale: Why is it worth doing? What prior research will this new proposal build upon? How is the proposed work interdisciplinary?
  - C) Methods: How will the study be conducted?
    - We strongly encourage applicants to seek consultation with relevant Irving Institute Resources prior to submission of this proposal (e.g., Design & Biostatistics, Regulatory and Ethics, Community Engagement, Biomedical Informatics). *Note that requests for Irving Institute Resources to help with grant submissions MUST be submitted at least 4 weeks prior to the proposal due date; otherwise, a request for consultation could be delayed or possibly denied.* Requests must be made online at the following URL: <http://irvinginstitute.columbia.edu/>. Our Service Request form may be found by clicking the **REQUEST A SERVICE** tab on our web site. To access these services and log in your request, a Columbia UNI, password and eRA Commons Username are required.
    - Will services of Irving Institute Resources be requested/used/needed for carrying out the proposed work?
    - Discuss the statistical analysis plan, including sample size and power estimates.
  - D) Future Plans: What is the next step after receiving pilot funding?
    - What specific grant application(s) do you plan to submit and when? Provide a detailed plan and timeline for grant applications to the NIH, private foundations, or other external funding sources. This response will be *heavily weighted*.
  - E) References: Reference page(s) do not count towards the five (5) page limit.
6. **Upload NIH-style biosketches** for each investigator including collaborators and/or consultants: Maximum of 5 pages per investigator (including Other Support).
7. **Upload the Signatures of Approval page**, which must contain signatures from the Principal Investigator and the Department Chair who has agreed to provide matching funds. The Signatures of Approval template page is available for download in the **Resources** section, located in the upper-right hand section of the web-based application system.
8. **Upload the Letter of Recommendation** from the Department Chair agreeing to the matching funds mechanism to assist in support of the proposal.
9. **Submit the application** by selecting the “Submit your application” button.

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NOTE: IRB/IACUC approval is not required at the time of application. However, if a candidate is awarded a grant and the project involves the use of data from human and/or animal subjects, an IRB/IACUC approval number must be forwarded prior to receipt of funding (July 1, 2016). In order to avoid any delays if funding is awarded, candidates are encouraged to apply and obtain IRB/IACUC approval in advance.

Reviewers will use a scoring system based on a 5-point scale and judge each application on the basis of scientific merit, multidisciplinary, potential impact of the pilot findings and potential of the junior investigator for independent research career.

**For any questions about the application content, please contact:**

Dr. Nancy Reame

Director, Pilot and Collaborative Studies Resource, Irving Institute for Clinical and Translational Research

[nr2188@cumc.columbia.edu](mailto:nr2188@cumc.columbia.edu)

(212) 305-2071

**For any questions about the application process, please contact:**

Sabrina Harris

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(212) 304-5692

**FAILURE TO FOLLOW THESE DIRECTIONS WILL RESULT IN THE PROPOSAL BEING RETURNED TO YOU, WITHOUT REVIEW.**

**WHILE NEW, JUNIOR INVESTIGATORS ARE STRONGLY ADVISED TO REVIEW APPLICATIONS WITH SENIOR FACULTY MEMBERS PRIOR TO SUBMISSION, A LETTER FROM HIS/HER DEPARTMENT CHAIR AGREEING TO MATCHING FUNDS MUST ALSO BE INCLUDED.**

**DO NOT INCLUDE APPENDICES.**

**PILOT AWARD WINNERS WILL BE ANNOUNCED IN JUNE 2016.**

**FUNDING WILL BE AVAILABLE ON JULY 1, 2016.**