

**CALL FOR APPLICATIONS
Southwest National Primate Research Center (SNPRC) Pilot Research Program
2017 Competition**

Important Dates/Timeline: 2017 Competition

Submit Letter of Intent (LOI)	28 November 2016
Notification of Feasibility Approval	09 December 2016
Submit Veterinary Resource Request Form	14 December 2016
Submit Completed Application	16 January, 2017
Scientific Review Meeting	Mid-March 2017
Earliest funding start date	01 May, 2017

PURPOSE

The SNPRC Pilot Research Program provides opportunities and support for investigators to use SNPRC nonhuman primate resources in highly focused, short-term studies with a high likelihood of enhancing the value, utility, feasibility, and attractiveness of nonhuman primates for biomedical research. High priority will be given to studies that propose to generate preliminary data for applications to the National Institutes of Health (NIH) for support of future research projects. Those proposing to develop new nonhuman primate models of disease, or develop and/or test new research methods, instrumentation, or approaches for biomedical research using nonhuman primates, also will be considered responsive to the goals of the program.

PROGRAM GUIDELINES

Eligibility

Investigators at the Staff Scientist (Research Assistant Professor) through Full Scientist (Full Professor) level or equivalent positions at institutions meeting the requirements to apply for, receive, and administrate grants in aid of research from the NIH are eligible to apply.

Sponsors

Any applicant who is not a SNPRC Core Scientist **must** be sponsored by a SNPRC Core Scientist. The participation of the Core Scientist in pilot studies funded by this program is an NIH mandate. If you intend to collaborate with a SNPRC Core Scientist on your proposed project, then that person may serve as your Core Scientist Sponsor. If you are not collaborating with a SNPRC Core Scientist, then a Sponsor will be assigned to your application. The sponsor will provide the SNPRC Associate Director of Research with a judgment regarding the feasibility of the proposed project, based upon discussions with the applicant. The Sponsor can also be an aid in guiding the applicant through SNPRC administrative processes.

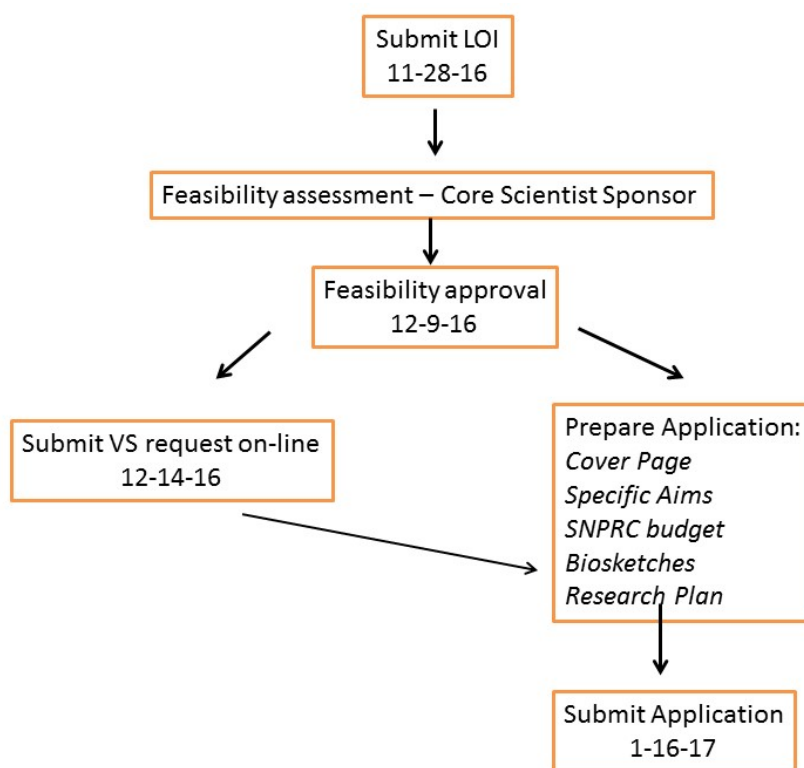
Supported Activities/Allowable Uses of Pilot Research Program Funds

- All research activities related to the use of nonhuman primates must be conducted at the SNPRC.
- Pilot research funds may **not** be used to provide interim or extended support for extant projects funded by other sources.
- Total direct costs of a pilot research project may not exceed \$100,000 over two (2) years.
- The maximum duration of a pilot research project is two (2) years.
 - No-cost extension requests are considered but must be submitted in writing, with a scientific justification – i.e. no-cost extensions are not automatic and may be denied.

- Funds awarded in support of pilot research must be used for SNPRC goods and services.
 - Animals and animal care costs (including per diem)
 - Animal research procedures conducted by SNPRC personnel
 - SNPRC Core laboratory services – see SNPRC website for more information on our cores
 - Immunology Core – Luis Giavedoni – lgjavedoni@txbiomed.org
 - Genomics Core – Laura Cox – lcx@txbiomed.org
 - Research Imaging Core – Geoffrey Clarke – clarkeg@uthscsa.edu
- Funds awarded in support of pilot research may **not** be used to cover costs of supporting laboratory personnel, supplies, or work carried out at off-site locations.
- All expenses in the budget must appear in the budget prepared by the SNPRC Research Coordinator associated with the application at the time the Veterinary Service (VS) request is submitted.

PREPARING AND SUBMITTING AN APPLICATION TO THE PILOT RESEARCH PROGRAM

The steps in submitting a SNPRC Pilot Grant Application are illustrated and described below:



1. Complete and Submit a Letter of Intent

The PI/applicant must submit a brief (1½ page maximum) letter notifying the Coordinator of the SNPRC Pilot Research Program of her/his intent to submit an application for review at the next deadline. The purpose of this letter is to provide the Program Coordinator with sufficient information to assess the feasibility of the project and to begin identifying appropriate potential outside reviewers (i.e., those not affiliated with the SNPRC or Texas Biomed) whose participation will be solicited when the application is received.

Format:

1½ page maximum length, Arial or Helvetica 11-pt font, single-spaced, on the PI's/applicant's institutional letterhead.

Required information:

- Descriptive working title for the planned proposal
- Names, degrees, ranks, and institutional affiliations of the PI/applicant
- Identification of Core Scientist sponsor, if already identified by applicant
- A brief statement of the objective and significance of the intended pilot research
- A brief statement that very generally describes the design of the tentative research plan - including methodologies (e.g, qPCR, HPLC, MRI, etc.), and species to be studied. This can be a bullet-point outline or numbered list.
- A brief statement regarding the role that results from the intended pilot research will play in the support of future applications for research funding
- A brief affirmation that the intended study does not overlap (duplicate) the PI's/applicant's currently funded research
- The applicant or sponsor (if applicable) is encouraged to nominate one (1) investigator as a potential external (not affiliated with SNPRC) reviewer of the proposal. Please include the name, institutional affiliation, and contact information for an established, active researcher who has a record of publications and funded research with relevance to the proposed pilot research.
- Signature of the PI/applicant.

Letters of Intent should be sent as PDF files attached to an e-mail addressed to the current SNRPC Pilot Research Program Coordinator, Dr. Suzette Tardif (stardif@txbiomed.org). Investigators are requested to please cc these documents and all other correspondence related to the Pilot Research Program to Ms. Deborah E. Newman (dnewman@txbiomed.org) and Ms. Noemi O. Hinojosa (nhinojosa@txbiomed.org).

2. Complete and Submit a Veterinary Resources Request Form to Obtain a Budget Estimate for the Proposed Pilot Research Project.

Upon receiving notification that the project has been deemed feasible, the applicant must complete a veterinary services request form. This form informs the SNPRC Research Resources staff of the investigator's plans and needs so that they (SNPRC's Research Coordination staff) can work with the investigator to develop a reasonably accurate, modular budget for the pilot study that will be included as part of the completed application.

- The form can be found at: <http://www.snprc.org/primates/research-resources-request>.

3. Complete the Application

A complete application must include the following (single spaced at 11 point type or higher):

- A Cover Page that includes the investigator's full name, professional affiliation, email address, phone number, project title, and core scientist sponsor's name. Because all pilot funds are expended at SNPRC, SNPRC **does not require an official signature from the applicant's office of sponsored programs**. However, the applicant may wish to check with their OSP to determine whether their institution requires an OSP signature prior to submission.
- Specific Aims: one page that provides a brief rationale for the project including enumerated specific aims.
- Budget: A copy of the budget developed by SNPRC Veterinary Resources staff must be included in the application. It should be inserted into the application immediately following the Specific Aims.
- Biosketch(es): An NIH-formatted biosketch page for the PI and for any co-investigators.
- Research Plan: The text of the Research Plan is limited to a maximum of six (6) pages.

- At the end of the Research Plan (and within the 6 page limit) the applicant must include at least one (1) paragraph detailing a) the applicant's plan for using the results of the proposed pilot study in a future application for funding (NIH preferred) in support of research using nonhuman primates, or b) how the results of the pilot study (data, models, technologies, etc.) will enhance the value of nonhuman primates for future research by others.
 - This information is factored into the assessment of the likelihood that the present application, if funded, will lead to successful leveraging.

Resubmissions: Notes and Additional Requirements

- A previously reviewed, but unfunded, pilot research application may be resubmitted only once.
- An Introduction to the Application, not to exceed 1 page in length, must precede the Research Plan (note: This is an additional page that increases the page limit for resubmissions to 7 pages).
 - In the Introduction, the applicant should outline weaknesses identified in the earlier review and indicate if and how the applicant has revised her/his proposal to address them. The applicant also should identify and succinctly justify any other substantive changes to the earlier research plan.
- Revised/New text in a resubmitted application must be distinguished from that in the original application by being either *italicized*, **bolded**, or **highlighted**.

Multiple Submissions

Multiple submissions by the same PI/applicant for the same deadline are not allowed. Also, an application from a PI/applicant who has an active pilot study funded by the SNPRC Pilot Research Program will not be accepted for review.

4. Submit the Completed Application

Letters of Intent and completed applications should be sent as PDF files attached to an e-mail addressed to the current Coordinator of the SNPRC Pilot Research Program, Dr. Suzette Tardif (stardif@txbiomed.org). Please copy (cc) these documents to Ms. Deborah E. Newman (dnewman@txbiomed.org) and Ms. Noemi O. Hinojosa (nhinojosa@txbiomed.org).

Because all pilot funds are expended at SNPRC, SNPRC does not require an official signature from the applicant's office of sponsored programs. However, the applicant should check with her/his institution's OSP to determine if an OSP signature is required prior to submission.

Important note: If a PI and a SNPRC Core Scientist have entered into an investigator/sponsor agreement, there must be evidence that each is aware of all correspondence related to the application. If the PI submits the application (or other documents), the sponsor's e-mail address must be included in the "To" distribution list; conversely, if the sponsor submits the application (or other documents), the PI's e-mail address must be included in the "To" distribution list).

EVALUATION OF PROPOSALS

Reviewers

Each proposal is critiqued and scored by at least three (3) reviewers. At least one of the three will be a member of the SNPRC Research Advisory Committee (RAC), selected by the Program Leader based on correspondence between their research expertise, experience, and/or interests and aims and/or research design components of the proposal. At least one reviewer will be external to the host institution and not affiliated with the SNPRC. They are subject matter experts with a record of successful research, including NIH funding and publications, directly relevant to (but not in competition with) the proposed study.

Evaluation

Pilot study proposals are evaluated according to guidelines and the nine (9) point scoring rubric used in reviews of research proposals submitted to the NIH (where 1 is the "best" score and 9 is the "worst"). Each reviewer's critique includes evaluations of a proposal's 1) Significance, 2) Innovation, 3) Approach, 4)

Investigator(s), and 5) Environment. An added, 6th component of the critique is the reviewer's opinion of the proposal's potential for facilitating future research. Based on her/his assessments of these six (6) factors, the reviewer provides an assessment of the proposed study's Overall Impact, also assigning it a score between 1 and 9. Each reviewer completes written critiques of the assigned proposals and presents these critiques during a meeting attended by all the RAC reviewers where all proposals are discussed. Following the discussion of a proposal, each committee member secretly assigns an Overall Impact score. After the meeting, the Program Leader ranks the proposals based on their mean Overall Impact scores and submits the results of the process to the SNPRC Director.

Funding Decision

The review committee is advisory to the SNPRC Director, who makes the final determination for funding.

INFORMATION FOR FUNDED PILOT RESEARCH PROJECTS

Funding Level

As indicated in the Program Guidelines section above, the funding level is capped at \$100,000 for two (2) years (\$50,000 per year). All funds must be expended for SNPRC goods and services. Funds provided and budgeted by the Pilot Study Program will not support lab personnel, supplies, or any work carried out at off-site locations. Funds awarded to a pilot study can be used to cover only costs associated with animals (including per diems), procedures, and lab services provided by core SNPRC personnel.

Duration of Funding

Also, as indicated above, NIH does not allow Primate Research Center base grant funds to be carried forward to the subsequent year for the base grant (unlike with other NIH awards, e.g., R01s). One-year pilot studies must be completed within the year of funding, and 2-year pilot studies must be completed within 2 years of funding. Please plan your protocol accordingly. We encourage the PI and sponsor (if applicable) to plan to initiate animal work on or as near as possible to the date that funding will be made available and to complete all work with animals at least three (3) months before the end of the grant to allow for unanticipated interruptions or delays. No-cost extensions may be requested, but they must be supported with a strong scientific justification. Granting of no-cost extensions is not guaranteed.

Progress Reports

Pilot studies with 2-year durations are assessed at two (2) time points to ensure that adequate progress is being made. 1) At the end of the first year, the PI or sponsor (if applicable) must submit a one-page (maximum) progress report in which s/he provides the date SNPRC activities on the project began, a brief bullet-point outline of progress to date (including (e.g.) numbers of animals studied, procedures completed, assays done, etc.), the planned schedule of activities for the second year (with expected completion date), and a list of any presentations or publications resulting from the work to date. Also, any unanticipated changes, including adverse events or serious adverse events should be noted in this report. Following a review of the report, the Pilot Research Program Coordinator will make a recommendation to the SNPRC Director regarding continuation of the study into the second year. The SNPRC Director makes the final decision regarding continuation or discontinuation of funding.

Within one (1) month of completion of the funding period, for either a one or two-year award, a brief (maximum of three (3) pages) progress report also is due. The PI or sponsor (when applicable) should submit this report to the Pilot Research Program Coordinator. This report should formally notify the Program that the animal-related work is done and provide a brief outline of any non-animal work that remains (e.g., laboratory assays, data analyses), as well as plans for publication of results and/or submission of a research grant application based on the results.

One (1) year after the completion of a pilot study, the PI or sponsor (when applicable) is required to provide the following information to the Program Coordinator:

- A brief abstract of accomplishments
- Copies of any publications, reports, and/or meeting abstracts that arose from the pilot research

- It is expected that the award recipient and the sponsor (when applicable) will remain in contact during this time and that the sponsor will play an active role in facilitating the publication of results from the funded pilot research.
- Details of any grant applications that arose from the pilot research
- Details of any ongoing research projects that were enhanced by the pilot research
- **Note:** Progress on pilot research projects previously funded by the SNPRC will be evaluated by the Program Coordinator and members of the SNPRC Research Advisory Committee before new proposals are accepted for review. Applications from past award recipients who have successfully completed SNPRC-funded projects but not published (or submitted for publication) a report of the results of that research or used the results in an application for research funding are not likely to be accepted for review.

The Program Coordinator will request updated information from each investigator or sponsor (when applicable) annually, until such time as the investigator reports that no additional publications or grant applications are expected as a consequence of the pilot study.

INQUIRIES, ADDITIONAL INFORMATION

Please direct all inquiries and requests for additional information by e-mail to the Coordinator of the SNPRC Pilot Research Program, Dr. Suzette Tardif at stardif@txbiomed.org. Please copy (cc) all e-mail correspondence to Ms. Deborah E. Newman at dnewman@txbiomed.org and Ms. Noemi O. Hinojosa at nhinojosa@txbiomed.org