MICHRI Pilot Grant Program Catalyst Award

**Purpose:** The goal of the MICHRI Catalyst Award is to support early career faculty at the Assistant Professor or earlier ranks (research or clinical track) in advancing their translational research careers. Applicants should propose a research plan that will help them to generate the data needed to strengthen hypotheses for subsequent extramural applications. Promising research ideas that address any areas of translational research will be considered. Applicants may submit to either of two mechanisms: 1) Investigator-Initiated or 2) Community-Based Participatory Research (CBPR).

**Investigator-Initiated Mechanism:** Research that is planned, conducted, and led by an academic investigator or team of investigators.

**CBPR Mechanism:** Research initiated in full partnership with communities that requires equitable involvement of partners in all aspects of the research process. More information about CBPR can be found here.

**Funding:** Each award will provide $25,000 for one year and will be fully funded by MICHRI. While this application does not require a cost-share commitment, you are welcome to pursue cost-share opportunities with your School/College/Department that can be reflected in the final budget and research plan.

**Restrictions:** You are limited to one grant submission per round. No more than two separate MICHRI pilot grants (>25K) can be held by one Principal Investigator during a 5-year period (multi-PI exceptions are considered on a case-by-case basis). Multiple proposals (>25K) cannot be active at the same time. NIH policy prevents us from funding research conducted outside of the United States. For clinical trials, NIH-NCATS only permits funding of clinical trials through the end of Phase IIB, with the exception of certain activities involving treatment of a rare disease or condition. If animal models are proposed, applicants must provide reasoning of how the study will lead to ‘next step’ research in humans. Studies are eligible for pilot grant funding when the animal model has already been validated as a predictor of how human disease will respond and the pathway toward humans is clearly evident as the next logical step as well as for ‘bedside to bench’ scenarios.

**Awardee Responsibilities:** All funds must be spent within one year. Applicants are required to provide progress reports upon request as well as respond to brief surveys on a yearly basis once funds are expended.

**Eligibility:** All active University of Michigan faculty at the Assistant Professor or earlier ranks (research or clinical track) are eligible to apply as Principal Investigator. Specific to the Community-Based Participatory Research Mechanism: All community partners who are affiliated with a non-academic organization (e.g., nonprofit, government health agency, federally qualified health center) are eligible to serve as Co-PI. Community and academic partners may serve as individual PIs or Co-PIs, as long as the partnership demonstrates collaboration and shared leadership among all partners involved. Partners who do not have an organizational affiliation may serve as collaborators, consultants, mentors, and other prominent roles in conducting the project.

**Grant Development and Submission:** Applicants should prepare their applications using the Investigator-Initiated (page 2) or Community-Based Participatory Research (page 4) guidelines. Applicants will use the U-M Medical Schools' Competition Space and the forms provided on the site, to submit their applications.

**Timeline:** If your application is deemed fundable by the MICHRI Scientific Review Committee, and it proposes human subjects, it must proceed to a second level of review by NIH-NCATS before funds can be released. You will be required to submit human subjects documentation and IRB approval. From the time MICHRI notifies you of your fundable score, you will have four months to obtain IRB approval. If approval is not obtained within this timeframe, MICHRI reserves the right to deny funding.

For questions, contact MICHRI-PilotGrants@umich.edu. For assistance developing your Investigator-Initiated project, we recommend meeting with MICHRI’s Research Development Core. For assistance developing your Community-Based Participatory Research project, we recommend meeting with MICHRI’s Community Engagement Program.
Catalyst Award: Investigator-Initiated Guidelines

1. **Face Page**: Include an abstract in the space provided and indicate the application type.

2. **Research Plan**: A maximum **THREE**-page, single-spaced document (Arial 11, minimum of 0.5 inch margins) describing the project concisely and completely. Use the following overall format and note the suggested page limits.
   - **Background and Significance** (0.5 pages): Explain 1) the importance of the problem, 2) the state of existing knowledge, 3) the rationale for the proposed research, 4) the gaps the project is intended to fill, and 5) the potential contributions of the proposed research to the scientific field(s) and public health.
   - **Innovation** (0.25 pages): Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
   - **Approach** (2 pages): Include 1) preliminary data (not required), 2) study design, data collection and data analysis methods, 3) description of the study population and recruitment strategy (as applicable), 4) expected results and alternative approaches, and 5) project timeline.
   - **Impact and Future Plans** (0.25 pages): Describe how the results will impact patients and/or community in the future and how you will use the data to submit a competitive external application.

3. **References**: No page limit.

4. **Biographical Sketch**: Include an NIH-style biosketch for each investigator with the role of Principal Investigator, Co-Principal Investigator, and Co-Investigator. A template can be found in Competition Space.

5. **Budget and Justification**: A template can be found in Competition Space.
   - Applicants can request any amount up to $25,000; all items and personnel must be fully justified.
   - Principal Investigators must devote a minimum of 5% effort to the project (charged to the pilot grant or concurrent with their U-M faculty position).
   - Faculty salaries are allowable on the budget but cannot exceed 10% for Principal Investigators (Co-PIs limited to 10% combined). Salary requests must adhere to the PHS salary cap.
   - Include all personnel in the justification, regardless of whether salary support is requested. Provide a clear explanation for all personnel by position, the role they will play on the project, and the level of effort (if applicable). In most cases, positions labeled “TBD” will not be accepted.
   - Individuals who commit to contribute to the scientific development or execution of the project, but do not commit any specified measurable effort (i.e., person months) to the project, should be designated as Other Significant Contributor.
   - Unallowable items include subcontracts with associated facilities & administrative costs, administrative/clerical staff expenses, postage, telephones, memberships, hosting, equipment, cost overruns, retroactive funding, grant preparation costs, graduate student stipends and tuition costs, salary support for Fellows already funded by the Accreditation Council for Graduate Medical Education program, travel unrelated to the conduct of the research (e.g. conferences), renovations, office supplies, and computers. This list may not be comprehensive, and the MICHR Pilot Grant Program reserves the right to deem costs unallowable.

6. **Signature Page**: Use the form in Competition Space. Sign-off by the academic unit is required for the Principal Investigator and Co-Principal Investigator(s) to indicate agreement of the application budget and faculty effort. Sign-off is also required for the following scenarios:
   - All faculty effort regardless of role. Designating a Co-Investigator at zero person months effort should not be used to circumvent academic unit sign-off. Individuals who commit to contribute to the scientific development or execution of the project, but do not commit any specified measurable effort (i.e., person months) to the project, should be designated as Other Significant Contributor.
7. **Letters of Support:** Collaborators with a significant role on the project should provide a letter of support for their participation. Letters are not required for Co-Investigators. Letters must be submitted for any effort that is not charged to the pilot grant budget.

8. **Current/Pending Support:** Include current and pending support for all key personnel. Please follow the NIH format. A sample can be found in Competition Space.

*Items 2-8 must be combined into one PDF.*

**Review Process:** Reviewers will score each application on 1) significance, 2) innovation, 3) investigator(s), 4) approach, and 5) overall impact. In addition to faculty reviewers, all applications designated as translational stage 2, 3 or 4 (T2, T3 or T4) will be reviewed by a community/patient representative.
Catalyst Award: Community-Based Participatory Research Guidelines

Community-Based Participatory Research applications must:

- Include at least 2 eligible investigators on the research team: 1 academic and 1 community investigator.
- Clearly show that the research topic is a health priority of the community partner
- Allocate at least 50% of requested funds to the community investigator
- Provide letters of support for each community organization involved

1. **Face Page**: Include an abstract in the space provided and indicate the application type.

2. **Research Plan**: A maximum THREE-page, single-spaced document (Arial 11, minimum of 0.5 inch margins) describing the project concisely and completely. Use the following overall format and note the suggested page limits.

   - **Background and Significance** (0.5 pages): Explain 1) the importance of the specific health issue the partnership will address and its relevance to the communities involved, 2) the state of existing knowledge, 3) the rationale for the proposed research, 4) the gaps the project is intended to fill, and 5) the potential contributions of the proposed research to the scientific field(s) and public health.
   - **Partnership** (0.25 pages): Describe the partners involved, the expertise that each partner will bring to the partnership, and any prior history working together.
   - **Approach** (2 pages): Include 1) preliminary data (not required), 2) methods and analyses that will be used to accomplish the goals of the project, 3) how community and academic partners will be involved in study design and implementation, 4) description of the study population and recruitment strategy (as applicable), 5) expected results and alternative approaches, and 6) project timeline.
   - **Impact and Future Plans** (0.25 pages): Describe 1) the immediate impact of the proposed research for the community involved, 2) the future impact on patient care and the community, and 3) plans to use the data to submit a competitive external application.

3. **References**: No page limit.

4. **Biographical Sketch**: Include an NIH biosketch for all key personnel; a template can be found in Competition Space. Partners who are not affiliated with U-M or do not have a research background may provide a current resume or curriculum vitae in place of the biosketch.

5. **Budget and Justification**: A template can be found in Competition Space.

   - Applicants can request any amount up to $25,000; all items and personnel must be fully justified.
   - Budgets must allocate at least 50% of the requested funds to the community investigator(s) and non-academic organization partner(s) involved in the project.
   - The academic investigator must devote a minimum of 5% effort to the project (charged to the pilot grant or concurrent with their U-M faculty position).
   - Faculty salaries are allowable on the budget but cannot exceed 10% for Principal Investigators (Co-PIs limited to 10% combined). Salary request must adhere to the PHS salary cap.
   - Include all personnel in the justification, regardless of whether salary support is requested. Provide a clear explanation for all personnel by position, the role they will play on the project, and the level of effort (if applicable). In most cases, positions labeled “TBD” will not be accepted.
   - Individuals who commit to contribute to the scientific development or execution of the project, but do not commit any specified measurable effort (i.e., person months) to the project, should be designated as Other Significant Contributor.
   - **Unallowable items** include subcontracts with associated facilities & administrative costs, administrative/clerical staff expenses, postage, telephones, memberships, hosting, equipment, cost
overruns, retroactive funding, grant preparation costs, graduate student stipends and tuition costs, salary support for Fellows already funded by the Accreditation Council for Graduate Medical Education program, travel unrelated to the conduct of the research (e.g. conferences), renovations, office supplies, and computers. This list may not be comprehensive, and the MICHR Pilot Grant Program reserves the right to deem costs unallowable.

6. **Signature Page**: Use the form in Competition Space. Sign-off by the academic unit is required for the Principal Investigator and Co-Principal Investigator(s) to indicate agreement of the application budget and faculty effort. Sign-off is also required for the following scenarios:
   - All faculty effort, regardless of role. Designating a Co-Investigator at zero person months effort should not be used to circumvent academic unit sign-off. Individuals who commit to contribute to the scientific development or execution of the project, but do not commit any specified measurable effort (i.e., person months) to the project, should be designated as Other Significant Contributor.

7. **Letters of Support**: Collaborators with a significant role on the project should provide a letter of support for their participation. Letters are not required for Co-Investigators. Letters must be submitted for any effort that is not charged to the pilot grant budget.

8. **Current/Pending Support**: Include current and pending support for all key personnel. Please follow the NIH format. A sample can be found in Competition Space.

*Items 2-8 must be combined into one PDF.*

**Review Process**: Reviewers will score each application on 1) significance, 2) partnership, 3) investigator(s), 4) approach, and 5) overall impact. All CBPR applications will be evaluated by a community/patient representative in addition to a U-M faculty member.