Processes and Methods Pilot Grant Program
Step 2 (Invited Only)
Application Instructions
Funding Period: 04/01/22 – 3/31/23

Submission period: October 11, 2021 – November 4, 2021
Application Submission Deadline: November 4, 2021

For questions regarding these instructions, please visit [https://cctst.uc.edu/programs/pilot/processes](https://cctst.uc.edu/programs/pilot/processes) or contact Kat Persons at personlk@ucmail.uc.edu.

1. **Background:** The Center for Clinical and Translational Science and Training (CCTST) is supported by the NIH Clinical and Translational Science Award (CTSA) and institutional support from University of Cincinnati and Cincinnati Children’s Hospital Medical Center. The mission of the CCTST is to stimulate research that has the potential to positively impact human health. The Processes and Methods pilot grant mechanism is designed to enable investigators at all levels to explore ways to improve the efficiency and effectiveness of the processes and methods used in clinical and translational research.

2. **Purpose of grants:** This two-step pilot grant program is designed to support clinical research professionals as well as patient advocacy groups at a local, regional, or national level. The Processes and Methods grants awarded in this cycle will provide seed funds for developing a long-term (2 to 5 year) research proposal focused on advancing specific processes and/or methods deemed important to Clinical and Translational Research.

3. **The full, 6-page proposal must identify early results/deliverables to be produced by the end of the first year.** The full proposals will be reviewed by members of the CCTST executive committee as well as a panel of external peer reviewers. Meritorious applications will be awarded funds for a first year of operation, and may be considered for additional years in the next CTSA grant renewal application, provided the researcher was not able to accomplish all of their aims. It is anticipated that the results of the will enable the investigative teams to compete for other sources of funding to complete or expand the research plan.

4. **Eligibility:** Applicants will have submitted a 1-page proposal in Step 1, and have been invited to the second step of the competition.

5. **CCTST Membership:** All applicants for Processes and Methods pilot grant consideration must be CCTST members. CCTST membership is free and open to all. For more information about CCTST membership and our online membership registration form go to [http://cctst.uc.edu/user/register](http://cctst.uc.edu/user/register).

6. **Process** Awardees will have four months from the initial 1-page proposal to create a full 6-page proposal designed to improve a specific process or method deemed important to clinical and translational research. Funding request for step 2 of the competition may not exceed a maximum of $40,000 for a 12-month period. The 6-page proposal budget may include limited offset of faculty/investigator salaries (up to 15% effort).
7. **Application submission:** Please note that applications must be submitted through the CCTST Competition and Awards Program Site (CCAPS): [https://ccaps.research.cchmc.org/welcome](https://ccaps.research.cchmc.org/welcome). Log in using your UC (“6+2”) or CCHMC username and password. If you do not have a UC or CCHMC username and password, please contact Krista Metz at newlankm@ucmail.uc.edu to obtain one. **Please note, all deadlines are final.** We will not offer extensions unless extenuating circumstances such as a sudden, acute, and serious illness has occurred or delays due to weather/natural disasters.

8. **Signatures:** The signatures of all participating investigators and their respective division directors, departmental chairperson(s), or organization leaders are required.

9. **Application forms and guidelines:** Applications must be assembled as a single PDF file and submitted through CCAPS before midnight of the application submission deadline date. This RFA announcement is also published on the CCTST website under Funding Opportunities, [http://cctst.uc.edu/funding](http://cctst.uc.edu/funding) and under Processes and Methods Pilot Grant Program, [http://cctst.uc.edu/programs/pilot/processes](http://cctst.uc.edu/programs/pilot/processes). The facepage and updated NIH biosketch templates can be found at [http://cctst.uc.edu/programs/pilot/processes](http://cctst.uc.edu/programs/pilot/processes) under “Application documents.”

10. **Composition of research proposal:**

Proposals must be submitted in single-spaced text, with one-half inch margins, and no smaller than an 11-point font. Arial or Helvetica typefaces are preferred. The primary applicant’s name must appear in the upper right-hand corner of each page, and each page must be numbered in the order of the required elements. Proposals are limited to 6 pages (excluding facepage, biosketch and references).

Step 2 Proposals should include the following:

1. Facepage
2. PI and CO-I or CO-PI NIH biosketches (if not available, a resume or CV can be submitted). Please be sure to use the new NIH biosketch template.
3. Background
4. Specific aims section
5. Significance section
6. Innovation section
7. Approach sections
8. Investigators or key personnel involved in the project (It is strongly suggested that a methodologist is included as key personnel)
9. Budget (not to exceed $40,000/year of direct costs)
10. References

*If this is a resubmission (you were not funded in the first step), please include an additional 1 page introduction including how you have responded to prior reviews.

*Care should be taken to include relevant details on expected outcomes, algorithms, programming software languages, staffing/training needs, dissemination plans, as well as the specific areas of science that are likely to be improved with the proposed processes/methods.

The full research proposal must be submitted to the CCTST Competition and Awards Program Site (CCAPS) [https://ccaps.research.cchmc.org/welcome](https://ccaps.research.cchmc.org/welcome) by November 4, 2021.

11. **Review criteria:**

Applications will be reviewed based on responsiveness to the RFA, scientific merit, feasibility, and potential impact of the work on improving the processes/methods used in the clinical/translational research process.
12. **Award Notice:**
Successful, meritorious applications will receive a notice of funding (or lack thereof) in January 2022. All correspondence will be electronic. Formal notice of award may take up to 8 weeks, depending on review cycles.

13. **Progress report:** If you are selected as a Step 2 awardee, you will be asked to provide a progress report on an annual basis about the project’s outcome including grants submitted/awarded and resulting publications. This document can be sent by email to Kat Persons at personlk@ucmail.uc.edu.