

## REQUEST FOR PROPOSALS

### GRANTS FOR RESEARCH AND SCHOOL PARTNERSHIPS – Faculty Medical Group (GRASP-FMG) FROM THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AFFAIRS 2020

#### Purpose:

- Promote research collaborations between faculty and health-care professionals
- Encourage faculty and health-care professionals to become more involved in research
- Develop grant preparation skills and generate preliminary data for subsequent extramural proposals

#### Description:

- Maximum award: \$75,000
- Term of award: 24 months
- Number of awards for 2020: up to 3
- Letters of Intent must be submitted no later than Monday, August 10, 2020 - 5:00 PM
- Deadline for submission: Monday, September 21, 2020 - 5:00 PM
- Anticipated date of award announcement: December 2020

#### Eligibility:

- A. The project must be directed by two co-Principal Investigators. One co-PI must be an LLU faculty member. The second co-PI must be an employee of LLU-FMG who is a non-MD healthcare provider or specialist with an advanced degree. Additional individuals may provide support as co-investigators, but no more than two PIs may be named on an application.
- B. One co-PI must have an LLU faculty appointment that meets the [PI Eligibility](#) policy. The second co-PI need not have an LLU faculty appointment but must receive formal permission to serve as a co-PI through the [PI exception process](#). Such applicants must submit the documentation required by the PI Eligibility policy no later than the date of the deadline for the Letter of Intent.
- C. At least one co-PI must have received less than \$100,000 in direct costs for support of their research activities during the 12 months preceding the date of this announcement. There are no financial restrictions for the other co-PI. The PI with access to the lesser amount of research funding must have more control of the project.
- D. Only studies conducted at facilities on the Loma Linda campus will be considered.
- E. At least one of the co-PIs must have published at least one peer-reviewed article during the past year (to be included in the biosketch). This publication may be authored by either member of the team.
- F. Individuals who have received prior awards through a GRASP mechanism may reapply for GRASP support provided that *for each prior GRASP award*: the PIs have submitted one or more applications for extramural funding on which they are listed as PI or co-investigator. The grant application must have occurred after receiving the prior GRASP award. This requirement applies regardless of whether the proposed partnership is the same as previously or represents a new team.
- G. Teams that submitted unsuccessful GRASP-FMG applications may submit a revised application. The revised application must include an "Introduction to the Revised Application," of up to one page that describes the changes made to the proposal.
- H. While individuals or teams may submit more than one application per cycle, no more than one award will be made to any investigator. Further, if an investigator submits two applications with two different co-PIs, only one would be eligible for an award. Individuals can serve as co-PI on only one active GRASP award at a time.

**Criteria for Evaluation:**

Awards will be based primarily on scientific merit, including significance, innovation, originality of approach, technical merit, and consistency with institutional interests and goals. The quality of inter-school collaboration, the PI leadership plan, justification of the budget, and potential for future funding will also be considered. Inclusion of preliminary data supporting the proposed study is recommended. In the absence of preliminary data, strong literature support for the planned study is required. The focus will be on funding high-impact, paradigm-shifting, innovative projects. Consequently, the application must clearly describe the potential impact of the project on the field and highlight its innovative elements. Applications are expected to appropriately address issues of rigor and reproducibility (see [Researcher's Alert](#) for more information). Proposals will be reviewed by a panel of investigators selected to include those with extramural funding and service on federal grant review panels. A subset of the panel with expertise in social, behavioral and qualitative research may review applications focused on such studies. To the extent that it can be maintained in the review process, applications will be kept confidential, but the abstracts of funded projects will be published.

**Eligibility for previous GRASP recipients** (one page for each previous GRASP awardee, to be submitted with LOI form): If one or both of the applicants are a previous GRASP recipient, provide the following for each previous GRASP award.

- Extramural grant applications:
  - LLeRA number
  - Principal Investigator
  - Title
  - Sponsor name
  - Date of submission
  - Amount
  - Current status (i.e., funded, pending, scored, not discussed, etc.)

**Application Format:** Text must be 11 point or larger with six lines per inch and margins of at least one-half inch. The sections identified below may not exceed their indicated page limits. Headers, footers, and appendices are not allowed. The following sections are expected:

**Title Page** (one page): Include the title of the project, names of both principal investigators, their contact information (including institutional e-mail, phone numbers, name of department or center), a list of all key personnel involved in the project, and total dollars requested.

**Abstract & Key Words** (up to 30 lines of text): The abstract should briefly state the significance and goals of the proposed study and summarize the work to be accomplished. It should provide sufficient information to assign the application to appropriate reviewers. Four to six key words are required to identify the general area of research and the principal elements of the study.

**Biographical Sketches** (up to five pages per investigator): Provide NIH style biosketches for the co-Principal Investigators and key personnel in the format provided in link <http://grants.nih.gov/grants/forms/biosketch.htm>).

The co-PI who is a FMG employee must document their FMG employment status on the biosketch.

**Budget** (template generated in LLeRA): Design a complete budget for up to 24 months of support. Identify amounts for each co-PI, expenditures for salaries, supplies, and miscellaneous costs. Only non-faculty salaries and wages are permitted, however co-PIs are expected to commit a minimum of 10% effort to the project. GRASP-FMG awards may not be used for equipment costing \$5,000 or more, travel expenses, or indirect costs. The total budget may not exceed \$75,000 with neither co-PI allocated more than \$45,000. Consult with a Pre Award team member (ext. 55160). .

**Budget Justification** (one page): Indicate the purpose of supplies, support personnel and other costs.

**Research Plan** (nine pages for new application, ten pages for a revised application):

Provide information for the five subsections described below:

- A. Introduction to Revised Application** (one page, required only for revised applications): Summarize the substantial additions, deletions and changes to your application. In addition, concisely address each of the concerns raised by the previous reviewers.
- B. Specific Aims** (one page): “State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List succinctly the specific objectives of the research proposed.” *(Text taken from NIH instructions)*
- C. Leadership Plan** (one page): Both PIs must make major contributions to the project with each individual taking responsibility for approximately half of the study activities. Indicate the scope of work for each PI. State how the PIs will coordinate their activities, resolve problems, and allocate responsibilities for management and reporting.
- D. Background** (one page): Describe the background leading to the present application. State the significance and usefulness of the proposed research to unsolved problems in science, healthcare, public health, society, the environment, industry, agriculture, etc.
- E. Research Strategy** (limited to 6 pages): A total of six pages are allowed for the subsections of Significance, Innovation, and Approach. Suggested allocations of this space for those three subsections are noted below. *(Text taken from NIH instructions)*
  - 1. Significance** (suggested length, ½ page): “Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will improve scientific knowledge, technical capacity, and/or clinical practice in one or more broad fields. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.”
  - 2. Innovation** (suggested length, ½ page): “Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.”
  - 3. Approach** (suggested length, 5 pages): “Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. . . Include how the data will be collected, analyzed, and interpreted as well as any resource sharing

plans, as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of high risk aspects of the proposed work. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.”

- F. References:** Include references that demonstrate the need for this research, establish feasibility for hypotheses and procedures, and provide support for the approach. Include titles and authors.

**Letters of Support:** Letters of support from key personnel and consultants are encouraged.

**Letter of Support (Department)** (up to two pages): Provide a letter of support from the Chair of the Department in which the clinical scientist resides. This letter must include the following elements:

- A description of the time the clinical scientist will be able to dedicate to this project, free of clinical responsibilities.
- Confirmation that the department will cover the clinical scientist’s salary for the time committed to the project.
- Confirmation that the department will provide resources needed for the project if awarded.

**Compliance:** When the proposal involves human embryonic stem cells, ionizing radiation, laboratory animals, human subjects, or other elements that require approval by an oversight committee, integrate the descriptions into the Research Strategy section. If the proposal is awarded, separate applications must be made to the appropriate oversight committee before the work can begin, e.g., Institutional Animal Care and Use Committee (IACUC), Institutional Review Board (IRB), Institutional Biosafety Committee (IBC), Stem Cell Research Oversight Committee (SCRO).

**Final Report:** Extensions of the project period will follow NIH guidance. Within 60 days of the end of the project period, a final report is due. It should include accomplishments, significant results, manuscripts prepared for publication, and plans for extramural grant applications. Contact Post Award for information, ext 44589.

**Intent to Apply and Application Process:** Intent to submit a GRASP application must be indicated by completing the [Letter of Intent form](#), **including the signatures of both PIs**, and submitting it to Research Affairs via email ([preaward@llu.edu](mailto:preaward@llu.edu)) or fax (909-558-0199) by August 10, 2020. Questions should be directed to the [Pre Award team](#) <https://researchaffairs.llu.edu/pre-post-award/contacts>, for International GRASP contact Wesley James ([wjames@llu.edu](mailto:wjames@llu.edu)). An electronic record will be created into which the application will be loaded. Applications must be submitted electronically through the LLeRA Proposal Development module (InfoEd) **by 5 PM, September 21, 2020**. Approvals, electronically signed by the PIs, department head, and dean of both schools, will be obtained electronically and are required by the application deadline.

**Contacts:**

General Information, Technical and Application Guidance: <https://researchaffairs.llu.edu/pre-post-award/contacts>