

REQUEST FOR PROPOSALS

GRANTS FOR RESEARCH AND SCHOOL PARTNERSHIPS – Faculty Medical Group (GRASP-FMG) FROM THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AFFAIRS 2023

Purpose:

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

Description:

- Maximum award: requested budget must fit the scope of work
- Term of award: 24 months
- Number of awards: up to 3
- **Pre-proposals must be submitted no later than** Monday, July 18, 2022 - 5:00 PM
- **New application due date (invitation only)** Monday, September 19, 2022 - 5:00 PM
- Anticipated date of award announcement December 2022
- Earliest start date January 2023
- **Resubmission Applications 2023:**
 - Letters of Intent must be submitted no later than Monday, January 9, 2023 - 5:00 PM
 - Resubmission application due date Monday, February 20, 2023 - 5:00 PM
 - Anticipated date of award announcement April 2023

STEP 1. NEW: 2023 GRASP PRE-PROPOSAL – CANCER RESEARCH INSTRUCTIONS

Interested applicants must submit a Pre-Proposal no later than July 22, 2022. Experienced investigators will review the Pre-Proposal. Applicants will be notified via email; those applicants whose Pre-Proposals are deemed meritorious will be invited to submit full research proposal to compete for a 2023 GRASP Award. All types of **Cancer related research** proposals will be considered – project period no more than two years. <https://researchaffairs.llu.edu/pre-post-award/pre-award/grants-for-research-and-school-partnerships-grasp#purpose>

1. Include Pre-Proposal face page with signatures.
2. Pre-proposal is limited to two pages. ***The two pages must include an abstract, specific aims, the plan for an external grant submission (include sponsor, funding announcement, etc.) and an estimate of the total project cost (direct cost only) see RFA for allowed cost.***
3. Relevant references must be attached and are limited to 2 pages
4. Both applicants NIH biographical sketch must be attached <https://grants.nih.gov/grants/forms/biosketch.htm> and is limited to 5 pages.
5. For formatting, follow NIH guidelines: <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm>

Paper Size: 8.5" x 11"

Margins: one-half inch margins ($\frac{1}{2}$ ") - top, bottom, left, and right

Font: Arial, Helvetica, Palatino, Times New Roman or Georgia at least 11pt (or larger)

Combine all documents into one pdf, following the 1-4 order.

Email Pre-Proposal to Cindy Dickson, cdickson@llu.edu; Pre-Proposals that do not follow 1-5 above will not be sent for review.

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.

STEP 2. BY INVITATION ONLY - FULL APPLICATION INSTRUCTIONS: 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, WhatsApp Id, Skype Id, Zoom Id, name of department or center), a list of all key personnel, 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 principle 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>.

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 awards may not be used for equipment costing \$5,000 or more, travel expenses, or indirect costs. The total budget must reflect the contribution of both principal investigators. Consult with a Pre Award team member (ext. 55160).

Budget Justification (one page): Indicate the purpose of supplies, support personnel and other costs, include a breakdown of cost for each Co-PI.

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. Future Directions** (one page): Briefly describe the future directions to be taken with this project, assuming that this initial phase is successful. For example, describe grants to be applied for (including mechanisms, i.e., R21, K award, etc.) and how the preliminary data obtained in this first phase will enhance those applications. Also, if this pilot data will allow design of a larger study, describe briefly the anticipated study design for this larger study.
- 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.

- G. **Letters of Support:** Letters of support from key personnel and other significant contributors are encouraged.

Contacts:

Visit the Pre-Award web page for general information, criteria for evaluation, resubmissions, compliance and reporting requirements - <https://researchaffairs.llu.edu/pre-post-award/pre-award/grants-for-research-and-school-partnerships-grasp>