Duke/NCCU-CTSA Consortium Collaborative Translational Research
REQUEST FOR 2018-2019 APPLICATIONS
Optional Letter of Intent/Proposal Concept Deadline: 11:59 p.m., September 28, 2018
Application Deadline: 11:59 p.m. ET, October 15, 2018

The Duke Clinical and Translational Science Institute (Duke CTSI), the academic home of the National Institutes of Health’s Clinical and Translational Science Awards (CTSA) pilot funding programs at Duke University, is partnering with North Carolina Central University (NCCU) to support new inter-institutional collaborative research projects.

I. Purpose
This pilot program is designed to facilitate novel clinical, population, and translational research that applies or accelerates discovery into testing in clinical or population settings. Projects must demonstrate stakeholder engagement and a high translational potential with a clear path for continued development to move into clinical practice, generate new clinical guidelines, or other applications via subsequent grant support, new company formation, licensing, not-for-profit partnering, an evidence base that changes practice or other channels.

Duke CTSI and NCCU are interested in the following types of translational research projects:
- Research that generates translational discoveries relevant to human health or disease, regardless of whether the context of the discovery is the laboratory, in animal models or the field.
- Research that applies or accelerates discovery into testing in clinical or population settings.
- Development and/or evaluation of the evidence base that changes practice.
- Research that investigates how practice improves health policy, health outcomes, and the health of populations.

Potential areas of concentration are listed below; however, collaborations are not limited to these specified areas.
- community-based translational research
- behavioral health
- basic science translational research
- research ready for the NCCU Biomanufacturing Research Institute and Technology Enterprise (BRITE) and Biomedical/Biotechnology Research Institute (BBRI)

Duke CTSI and NCCU grant awards are not meant as bridge funding or as supplementary funding for existing projects.

The primary source of funding is from the National Institutes of Health (NIH), National Center for Advancing Translational Sciences (NCATS) Clinical and Translational Science Award (UL1TR002553) (Duke).

II. Key Dates
- Optional Letter of Intent (LOI): September 28, 2018
- Application Submission Deadline: October 15, 2018
- Selection of Awardees: December 2018
- Funding Period: The budget period is for 12 months beginning January 1, 2019 – December 31, 2019
III. Eligibility

- Proposed projects must involve a lead investigator from Duke and a lead investigator from NCCU. Proposals are encouraged from new teams of investigators from different disciplines. Applicants at each institution must have principal investigator status per the specific institution’s written policy (Duke policy; NCCU policy).
- More than one proposal may be submitted per NCCU or Duke Faculty member acting as PI, but the faculty member is only eligible to receive one award as PI from this funding mechanism during a given funding cycle.
- Interested investigators who need assistance identifying collaborators at Duke can use Scholars@Duke and NCCU can use the BRITE website (http://www.nccu.edu/brite/facultyandstaff.cfm) or contact either Duke CTSI (ctsfunding@ duke.edu) or NCCU (rgrays@nncu.edu) for assistance.
- Submission of Optional LOI (see section VII. For submission instructions).

IV. Funding

The research activities at each participating institution will be funded by the Duke CTSI. The Duke CTSI will fund up to $50,000 per award.

The Duke NCCU awards are not meant as bridge funding or as supplementary funding for existing projects. Requests for no-cost extensions will not be approved.

Note for Investigators: This award is internally funded and does not need to be routed through Office of Research Administration (ORA).

V. Proposal Preparation

1. The CTSI and NCCU strongly recommend involving a biostatistician in the application development process. The online application form will ask for the name of the biostatistician who consulted on the proposal. Investigators without access to a biostatistician can request support through the Duke CTSI Biostatistics Core by submitting a Core Resource Request form.

VI. Selection Process and Review Criteria

1. Applications will be reviewed by a joint Duke CTSI/NCCU study section. Review criteria will include:
   - Significance of the work
   - Novelty/innovation of the research idea
   - Relevance of the proposed study to translational research
   - Applicants are a new multidisciplinary team who have not previously published or been awarded grants together in this area of research OR the work represents a significant change of research direction for both PIs
   - Potential for the project to lead to future external funding or to a commercialization opportunity or an evidence base that changes practice.
   - Soundness of the proposed methods
   - Feasibility of accomplishing the stated project goals within the one-year project period
   - Level of stakeholder engagement

VII. Application Procedure

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Proposal is submitted via Duke’s MyResearchProposal online submission system.

- To apply visit [http://bit.ly/myresearchproposal](http://bit.ly/myresearchproposal), click on “Create New User” (or log in if you already have an account). Proposals must be submitted under the Principal Investigator’s name.
- A step-by-step user’s guide for applying via the MyResearchProposal software is available - Please review this document.
- For questions concerning MyResearchProposal passwords or system issues, please contact Anita Grissom or Lesia O’Hara at myresearchproposal@duke.edu.

Applicants will enter general project information via the web-based form:

1. Project Title, Brief Description, and Amount Requested
2. Investigator Information: Name, rank and department.
3. General Project Information: Applicants will be asked to answer general questions regarding the project (e.g. clinical need, IRB, IACUC, etc.).

Proposal sections (except the Abstract) will be uploaded as individual PDF files. The application sections are:

A. Scientific Abstract: The abstract summary of the proposal for use by review committee members and Duke CTSI/NCCU (250 word maximum).

B. Research Plan: The Research Plan should follow the standard NIH format: Specific Aims, Significance, Innovation, and Approach. Include where applicable clear evidence of how the proposal meets the review criteria. (5-page limit, including tables and figures. References do not count toward the 5-page limit; single line spacing, font no smaller than Arial 11, 1-inch margins.)

C. Budget with Budget Justification using the Duke NCCU Budget and Budget Justification form (combined into a single PDF without a page limit). Section VI below provides more detail on budget preparation. The Budget Justification should include sufficient detail for reviewers to assess whether appropriate resources have been requested. Duke and NCCU budgets should be prepared on separate form pages but submitted together as a single PDF.

D. Human and/or Animal Subjects: Institutional Review Board (IRB) or Institutional Animal Care & Use Committee (IACUC) approval is not required prior to submission but IRB approval will be required prior to funding. Briefly describe any human and/or animal subject issues. If human subjects are involved, provide a description of their involvement and characteristics, specific risks to subjects who participate, and protection against those risks. Describe the sources of materials that will be obtained from human subjects as part of their study participation. Provide assurance that the project will be reviewed and approved by the Duke and/or NCCU IRB and comply with HIPAA. If vertebrate animals are to be used, provide a description of the proposed use of the animals in the work outlined and procedures for ensuring that discomfort, distress, pain and injury will be limited. Projects involving animal subjects must be reviewed and approved by a Duke and/or NCCU IACUC. (no page limit)

E. NIH Biosketches for key members of the research team (as a single PDF) - [click here for details](#)
VIII. Budget Guidelines

Please note the following during budget preparation:

1. The budget period is for 12 months beginning January 1, 2019 and ending December 31, 2019. Up to $25,000 in direct costs at each institution may be requested. No indirects will be awarded for the Duke teams. NCCU teams should calculate indirect cost based on the 34% negotiated rate of the requested direct expenses on the appropriate budget form (found here). Funding will not be available until applicable IRB documentation, if applicable, is provided to Duke CTSI/NCCU.

2. Budget Guidelines
   
   A. Grant funds may be budgeted for:
      - Salary support for the PI or faculty collaborators
      - Research support personnel
      - Student stipend and tuition if not covered by other funding mechanisms.
      - Travel necessary to perform the research
      - Small equipment, research supplies and core lab costs, or
      - Other purposes deemed necessary for the successful execution of the proposed project

   B. Grant funds may not be budgeted for:
      - General consumable supplies
      - Effort for post-doctoral trainees or fellows on training grant equivalents
      - Capital equipment
      - Office supplies or communication costs, including printing and postage
      - Meals or travel, including to conferences, except as required to collect data
      - Professional education or training
      - Computers or audiovisual equipment
      - Cell Phones
      - Manuscript preparation and submission
      - Indirect costs (Duke Applicants only)
      - Foreign components, as defined in the NIH Grants Policy Statement

   C. Awarded funds must be used to conduct the work proposed. All direct charges to this award must adhere to federal regulations and requirements regarding the use of CTSA funds. Duke CTSI and NCCU reserve the right to revoke funding in the event it is determined that funds were not spent in accordance with the approved proposal. “The general criteria for determining allowable direct costs on federally-sponsored projects is set forth in 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (The Uniform Guidance). The Duke General

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Accounting Procedure (GAP) 200.320 is a resource to determine whether or not a particular cost item would be considered an allowable direct cost for budgeting and/or charging on a federally sponsored project."

VIII. Terms of the Award

A. Approvals Required Prior to Funding Start Date

- Prior to receiving funds, research involving human subjects must have appropriate approvals from the Duke CTSI and/or NCCU IRB. If the research includes animals, the appropriate IACUC animal research forms must also be approved before the project’s start date. Either an IRB approval letter or an IRB response to a “Determination Whether Research or Similar Activities Require IRB Approval” must be submitted to Duke CTSI or NCCU prior to funds being released. Human subjects or animal research must be reviewed in accordance with the university’s general assurances and HIPAA. In addition, if the research involves human subjects, all personnel named on the budget page must have certification of training in the protection of human subjects prior to the start of the grant period.
- Research involving human subjects may require approval by the National Center for Advancing Translational Sciences (NCATS) prior to receiving funds. The Duke CTSI and NCCU will request required documents from the PIs and submit a regulatory package for each institution to NCATS for review and approval.
- Failure to submit documents in the requested timeframe may result in cancellation of funding.

B. Project Execution

- Duke CTSI and NCCU staff will work closely with funded teams throughout the grant period to monitor progress and, when necessary, provide assistance. A six-month interim progress report and a final progress report will be required. Duke CTSI and NCCU expect PIs to report over the lifetime of the work the outcomes achieved due to the pilot award, e.g., subsequent external funding, publications, presentations and patents.
- A Duke CTSI Project Leader will be assigned to each funded project. The investigators will interact regularly with the Duke CTSI Project Leader, who will work with the investigators to manage projects, report progress relative to planned milestones, and serve as a resource to identify and fulfill unmet project needs via the Duke CTSI and other key resources.
- Duke’s CTSA grants UL1TR002553 notice of grant awards included both federal funding and our institutional commitment. The institutional funds used in our CTSA pilot funding programs take on the identity of federal funds in this award mechanism and therefore should be treated as such with regards to IRB, IACUC, and tech transfer office reporting. NCATS approval is required prior to initiating research involving human subjects, and inventions resulting from pilot awards must be reported in iEdison and include UL1TR002553 as the source of federal funding.
- All publications that are the direct result of this funding must reference: “Research reported in this publication was supported by the National Center for Advancing Translational Sciences of the National Institutes of Health under Award Number UL1TR002553. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.” Publications must also be registered in PubMed Central. After your publication is accepted, click here for a guide to complying with the NIH Public Access Policy.
- Any awardee who leaves his or her position should contact Duke CTSI to discuss future plans for the project.
C. Post-Award Reporting

Duke CTSI tracks significant events (“translational units”) required to translate a scientific discovery from laboratory, clinical or population studies into clinical or population-based applications to improve health by reducing disease incidence, morbidity and mortality. The Duke CTSI will contact investigators annually to determine if any translational units have been achieved as a result of this award. Examples include:

- Abstracts/presentations, manuscripts, published guidelines
- Follow-on funding (e.g., grants, SBIR/STTR, angel and venture capital investment)
- Milestones achieved in animal models, manufacturing and toxicity campaigns
- Regulatory meetings and filings (e.g., 510K, IDE, IND, BLA, NDA)
- Initiation of appropriate clinical studies
- Improved diagnosis or treatment of disease
- Implementation in clinical practice and community
- Translation of models to other geographical areas
- Translation of models to other therapeutic areas
- Clinical outcomes in practice and communities
- Agreements with partners and strategic collaborators to translate more broadly
- Commercialization (e.g. new intellectual property, patent applications, license, commercial partnerships, start-up company)
- Direct-to-consumer interactions (e.g. apps)

When requested, all awardees will be expected to provide updates of publications and other translational units that originated from the award.

Awardees and applicants are expected to serve as reviewers for future Duke CTSI & NCCU funding opportunities.

CONTACT INFORMATION

For additional information on this funding opportunity, please contact Tarun Saxena at CTSIfunding@duke.edu.