



Intramural Funding Opportunity Miles for Moffitt

Guidelines

**Submission Deadline:
Monday, March 12, 2018
4:00 PM**

Purpose:

Moffitt Cancer Center invites investigators to apply for pilot funding with a goal to develop a competitive extramural proposal. Applications related to the best scientific criteria are specifically encouraged.

Eligibility Criteria:

Faculty members are limited to **only one application submission as the Principal Investigator and Co-Principal Investigator.** Faculty members may be listed as co-investigators and collaborators on additional applications.

NOTE: All Moffitt faculty are eligible, including prior Miles for Moffitt awardees. **Current 2017 Miles for Moffitt awardees are not eligible to apply.**

Awards will be for \$100,000 for a term of twelve months. This opportunity is open to all Moffitt Faculty ranks (Assistant Member, Associate Member and Senior Member.)

Proposals are requested for **new project** funding; continuations and extensions of existing grants will not be considered. Funds may be utilized for the purpose of collecting preliminary data. The purpose of the preliminary data and an explanation of how data will lead to an R01 is required.

Review Process:

All applications will be reviewed by Moffitt's Grant Review Committee (GRC). In addition to the criteria noted above, applications will be reviewed on the strength of their scientific merit, innovation (the degree to which the project does not repeat, reproduce, or is not extensively derived from existing science documented in the literature), potential to obtain extramural funding, strength of collaboration and feasibility within the funding period.

Proposal Requirements:

1. Face Page
2. Abstract (limited to 300 words)
3. Research Plan (5 page limit)
 - a) **Specific Aims:** List the broad, long-term objectives that this research project is intended to accomplish. Clearly state the hypothesis to be tested. Applicants are encouraged to include milestones for each of the specific aims.
 - b) **Background and Significance:** Briefly present the background leading to the present research project, critically evaluating existing knowledge, and specifically identifying the gaps that the project is intended to fill.
 - c) **Preliminary Data:** Use this section to provide an account of any relevant preliminary studies to establish the experience of the investigators or support the proposed science.
 - d) **Research Design and Methods:** Summarize the study design and experiments that the project will conduct.
 - e) **Future Plans and Timeline for Extramural Grant Submission:** (an extramural grant application based on this award is expected to be submitted within 12 months of the completion of this project).
4. References: Complete references to appropriate publications and manuscripts submitted or accepted for publication may be listed at the end of this section.

5. Budget and Budget Justification
6. Key Personnel List and NIH Biosketch to include on-going and pending internal and external support for Principal Investigator and Co-Principal Investigator if applicable.

General Instructions for formatting the application:

- Use NIH format: Arial 11 point black font, single-spaced with all text showing and 0.5 inch margins (all sides)
- Principal Investigator's name should be shown in the header of all application pages.
- Total amount request cannot exceed \$100,000.00
- Project Period should be listed as : 06/1/2018-5/31/2019
- Overview of Allowable and Unallowable Costs:

Overview of Allowable and Unallowable Costs:

Common Research Expenses	
<p>Allowable</p> <ul style="list-style-type: none"> • PI and Co-PI salary Note effort and salary coverage will take up budget dollars. Please consider this in assessing your level of effort on the project. Any effort will be charged at full Institutional salary, no salary cap will be applied. Effort proposed for the project should be reasonable for the scope of the project. Minimum is 1% percent and maximum is 5%. • Research supplies and animal expenses • Technical assistance • Registration fees at scientific meetings • Publication costs, including reprints • Shared resources costs • Special fees (pathology, photography, etc.) • Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the faculty member • Equipment costing less than \$2,000 (Special justification is necessary for items exceeding this amount and must be included in the proposal budget and justified <u>for specific research purposes</u>) • In special circumstances computer purchases justified for <u>specific scientific purposes</u> may be allowed at the beginning of the award with prior approval. All equipment must be budgeted at <u>the time of the application</u> • Tablets and e-readers for <u>specific scientific purposes</u> and must be justified and budgeted in the application. Data plans, if needed must also be justified. NOTE: Data plan costs for tablets and e-readers are <u>not supported by the Institution.</u> 	<p>Unallowable</p> <ul style="list-style-type: none"> • Facilities and Administrative Costs (F&A) • Cost share (including salary cap) • Secretarial/administrative salaries • Tuition • Domestic or Foreign travel • Honoraria and travel expenses for visiting lecturers • Books and periodicals • Membership dues • Office and laboratory furniture • Office equipment and supplies • Most computer purchases • Rental of office or laboratory space • Recruiting and relocation expenses • Non-medical services to patients • Per-diem charges for hospital beds • Construction, renovation, or maintenance of buildings/laboratories • Facilities and Administrative Costs (Indirect)

Submission Process:

1. **Submission of Applications:** All applications (full proposal, budget and budget justification) along with the Institutional Proposal Submission Forms must be submitted to the Office of Sponsored Research through normal proposal review procedures **two days prior to the application due date**. OSR will submit your application to the Intramural Programs via email at intramuralprograms@moffitt.org by 4:00 pm EST of the application due date.
2. **Statistical Review of Applications:** Investigators should seek input by a biostatistician to justify sample size for a pilot and/or for analysis plan. The Moffitt Biostatistics Core is available to provide this service.
3. **Additional Approvals:** All proposals with science involving humans or animals must go through the normal institutional approvals (SRC/IRB or IACUC). **Due to the time it may take to get these approvals, applicants must submit the proposal to the IRB/IACUC as soon as the award notification is received.** Failure to initiate these approval processes until after submission can significantly delay the project start date, and impact funding.

It is the investigator's responsibility to notify the Office of Sponsored Research after IRB, IACUC and other necessary approvals have been received to release funds.

Questions related to the Miles for Moffitt funding opportunity should be directed to Maureen Ahearn at Maureen.ahearn@moffitt.org or 813-745-8824.

Questions related to preparing your application and your budget should be directed to your specific Grant Administrator and Research Financial Analyst.

Awardee Obligations:

1. **Progress Report** – For at least five years following award receipt, awardees will complete bi-annual progress reports. These reports are completed via email, average 2-3 pages , and describe: 1) pilot project progress and results; 2) all publication and funding resulting from the Miles for Moffitt funded project should be submitted to Maureen Ahearn The progress report will be due thirty days after the award end date and submitted to Maureen Ahearn at maureen.ahearn@moffitt.org. Failure to submit a progress report in a timely manner may preclude the faculty members from participating in future intramural funding opportunities until the progress report is received. All awardees are required to provide a final progress report.
2. **Acknowledgment of Funding:** Awardees must acknowledge Miles for Moffitt in any publication or presentation related to their Miles for Moffitt funding by including the statement "This publication is supported by Miles for Moffitt."
3. **Seminar:** The PI may be asked to present results to Moffitt Leadership or Faculty such as the Scientific Leadership Committee or a seminar.
4. **Peer-reviewed proposal submission:** One goal of the pilot study should be to submit an extramural grant within eighteen months of the award ending.
5. **Service:** If requested, awardees agree to serve as a reviewer on a future Grant Review committee.
6. **No cost extensions:** Funds are to be expended within the approved project period and budget. Under exceptional circumstances a no cost extension may be granted with Associate Center Director approval for up to two additional months.