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Description automatically generated**FSU Translational Health Research Seed Grant Program:**

**Interventions that Address Chronic Diseases in Rural Health Populations**

**Request for Applications**

# **Timeline**

RFA Release Date: May 23, 2022

Application Deadline: 5:00 p.m. June 23, 2022

Anticipated Notice of Awards: July 2022

Anticipated Project Start Date\*: July 2022

Anticipated Funding Period: August 1, 2022–June 30, 2023

\* IRB approval documents are required before the study can begin and before any funds will be released.

# **Purpose and Areas of Focus**

Toward meeting aims of the Clinical and Translational Science Award—to expand team science and translational research across FSU—the FSU Translational Health Steering Committee invites proposals for highly innovative, multidisciplinary pilot projects that focus on interventions that address chronic diseases in rural populations. Pilot project grants are one-year competitive awards of up to $50,000 to provide funding for early-stage projects.

Focus areas:

* Interventions that improve health-related behaviors in rural populations
* Innovative and novel studies to reduce chronic disease risk in rural populations

# **Eligibility**

* Any team of full-time FSU faculty members may submit a proposal to this competition.
* Applicants can only submit one application for which they are the PI, but individuals can be listed as co-investigators on more than one proposal.
* Recipients of previous FSU Translational Health Research Seed Grants are eligible to apply for awards to support fundamentally new research projects, as long as previous projects have been completed.

# **Review Process and Criteria**

All proposals will be triaged for completeness, feasibility to complete the project in one year, and responsiveness to the RFA. Proposals that are accepted will be referred for scientific review.

**Scientific review:** A scientific review of all accepted applications will be conducted. Reviewers will use NIH review criteria to score submissions based on scientific merit.

**Funding decisions:** In addition to scientific review scores, the FSU Translational Health Steering Committee will consider the following criteria in making funding decisions, specifically whether proposals:

* Utilize FSU CTSA resources (see Related Services and Resources below).
* Are multidisciplinary and collaborative in the clinical and translational research enterprise.
* Encourage the development or use of emerging methodologies and technologies that may affect future research.
* Allow rapid acquisition and/or analysis of proof-of-concept data to proceed with full-scale investigations.
* Show significant promise in securing external funding.

# **Budgeting and Spending Requirements**

* Funds can only be used for direct costs (e.g., materials and/or equipment essential to the proposed research project, compensation of research participants).
* Salary for research assistants is allowed, though fee waivers must come from other sources.
* Funds cannot be used to support faculty salaries or major equipment purchases.
* Funds are non-transferable.
* Funds must be used in the 12-month period following their release. A one-year no-cost extension may be requested. No-cost extension requests must be made 30­­ days prior to the end of the award. Any unspent funds will be swept at the end of the one-year no-cost extension period.
* Funds must be used for the activities detailed in the application.

# **Awardee Requirements**

* Awardees must comply with their respective IRBs and other applicable policies and regulations. Projects involving human subjects research **must** receive IRB approval before funds can be released and research can begin. To expedite the approval process, applicants whose proposals will require IRB approval should demonstrate that they have taken preliminary steps to prepare submissions so that minimal time will be lost in securing approval.
* **Funding cannot be released until IRB approvals are in place**.
* Awardees must submit a 6-month and a final progress report. In addition, awardees may be asked to provide quarterly updates to meet various CTSA-related reporting requirements. Continued funding during the award period is contingent on compliance with requirements and adequate progress in meeting the project timeline.
* Awardees are expected to present their research during the annual FSU College of Medicine Research Fair in the form of a poster. Awardees are also expected to present the results of their research at scientific meetings.
* It is likely that FSU Translational Health Research Seed Grants may result in one or more publications in a peer-reviewed journal and will provide critical preliminary data to support extramural applications. Therefore, following project completion, awardees will be asked to report subsequent publications and funding awards resulting from their pilot projects. All presentations and publications resulting from work funded by an FSU Translational Health Research Seed Grant must include a funding citation. The following language should be used: *“Research reported in this publication was supported by a Florida State University Translational Health Research Seed Grant, funded by the FSU Office of Research.”*
* Evidence of grant applications / funding as an outcome of FSU Translational Health Research Seed Grant Program funding is required to be considered for future FSU Translational Health Research Seed Grant Program funding.
* All faculty members on the research team must comply with these requirements to be eligible for additional FSU Translational Health Research Seed Grant Program funding in the future.
* Awardees must notify the FSU College of Medicine’s Office of Research Administration at [research@med.fsu.edu](mailto:research@med.fsu.edu) if they anticipate a significant change in the scope of work or personnel that would affect the outcome of the project or necessitate re-budgeting.

# **Application Instructions and Timeline**

* Applications must include a cover sheet signed by the PI and her/his department chair; abstract; brief description of translational impact; brief description of how the pilot project will lead to external support; project proposal/research plan, including a project timeline; budget and budget justification (please engage pre-award staff on these items); and NIH biosketches for key personnel. See the accompanying cover sheet and application form for complete instructions. Proposals that are incomplete or do not follow instructions will be returned without review.
* Applicants will be notified of funding decisions in July 2022.

# **Related Services and Resources**

The following resources may be of interest for potential projects:

* FSU CTSA-supported [Network for Clinical Research and Training](https://med.fsu.edu/ncrt/home)
* FSU CTSA-supported [Biostatistics, Epidemiology, and Research Design (BERD) Program](https://ctsa.research.fsu.edu/resources/biostatistics-epidemiology-and-research-design-berd-program/)
* FSU CTSA-supported [REDCap instance](https://med.fsu.edu/ncrt/redcap-access)
* FSU CTSA-supported [recruitment services](https://ctsa.research.fsu.edu/research-studies/)

# **Contact for Questions**

Please email FSU College of Medicine’s Office of Research Administration at [research@med.fsu.edu](mailto:research@med.fsu.edu) with any questions about this RFA or the application process.

**Cover Sheet FSU Translational Health Research Seed Grant Program**

|  |  |
| --- | --- |
| **Project Title** |  |
| **PI Name** |  |
| **Position / Title** |  |
| **FSUID** |  |
| **Email** |  |
| **College / Department** |  |
| **Department ID** |  |
| **Fiscal / Admin Contact** |  |
| **Total Amount of Funding Requested** |  |
| **Start Date** |  |
| **End Date** |  |
| **Co-Investigator Name** |  |
| **Position / Title** |  |
| **FSU ID** |  |
| **Email** |  |
| **College / Department** |  |

\*Please add additional rows for other team members.

**Human Subjects and Proprietary/Privileged Information**

For projects requiring IRB approval, applicants should demonstrate they have taken preliminary steps to prepare submissions so minimal time will be lost in securing approvals.

Are human subjects involved?  Yes  No

If **yes**, does this project require IRB approval? Yes  No

If yes, is the IRB’s review of your protocol in progress?  Yes  No

IRB approval date:

IRB project # (if known):

Is proprietary/privileged information included in the application?  Yes  No

**Signatures**

|  |  |
| --- | --- |
| Principal Investigator  Signature |  |
| Date |  |
| PI Printed Name |  |
| Department Chair Signature |  |
| Date |  |
| Department Chair Printed Name |  |

**Application Checklist and Submission**

Submit your application by 5:00 p.m. Wednesday, June 24, 2022, to [research@med.fsu.edu](mailto:research@med.fsu.edu). Applications that do not follow the instructions or are submitted after the deadline will not be reviewed. Contact [research@med.fsu.edu](mailto:research@med.fsu.edu) with questions. Please confirm the following documents are included:

A single PDF in the following order:

1. Signed Cover Sheet

2. Abstract, Translational Impact, External Funding Plan

3. Project Proposal/Research Plan

4. Budget and Budget Justification

5. NIH Biosketches for Key Personnel

**Application Instructions**

**Applications must be formatted as follows:**

* Number all pages
* Use Arial font, size 11
* Single spaced
* Use ½” margins and standard 8.5’’x11’’ paper
* No appendices are allowed

**Applications must include the following:**

**Cover sheet** listing the project’s title, all key personnel, and signed by the PI and the PI’s department chair.

**Abstract (200 words or less)**

Provide the rationale for the work, usually in the form of a research question to be answered or specific methodology problem to be addressed, and a description of the approach to be taken.

**Translational Impact (200 words or less)**

Describe how the proposed project will contribute to improved human health.

**External Funding (one page or less)**

List the sources of external support that will be pursued following the FSU Translational Health Research Seed Grant award, including the RFA / RFP / solicitation number, agency, tentative date of submission and why / how pilot project is aligned with solicitation requirements.

**Project Proposal / Research Plan (6 pages or less)**

Describe the proposed project and research plan and include the following sections:

* Hypotheses and Specific Aims / Objectives
* Background / Significance
* Innovation
* Approach (including Preliminary Studies, Design and Methodology)
* Project Timeline (including IRB submission if necessary)
* References (NIH formatted; not included in the 6-page limit)

For NIH-defined clinical research projects:

* Clearly justify the number of participants to be enrolled in the pilot and the number of participants needed for an externally funded study.
* Include a recruitment strategy that addresses feasibility, recruitment methods, and retention planning for success.
* Include a planned enrollment table.

**Budget and Budget Justification**

Submit a detailed budget and justification of expenses using the NIH’s standard “Detailed Budget for Initial Budget Period” form. The budget can include all normally allowable costs of research with the exception of faculty salaries, fee waivers, and indirect costs. For questions about allowable costs and constructing a budget, please work with your department’s / college’s pre-award staff. The NIH “Detailed Budget for Initial Budget Period” form (PHS 398 (Rev. 03/2020 Approved Through 02/28/2023) can be downloaded at <http://grants.nih.gov/grants/funding/phs398/phs398.html>.

**NIH Biographical Sketches**

NIH-formatted biosketches for PI and Co-I(s). The NIH biosketch form can be downloaded at <https://grants.nih.gov/grants/forms/biosketch.htm>. PIs / Co-I(s): Use the statement section to explain why you are well suited for your role on the project.