UPMC | CHILDREN'S HOSPITAL OF PITTSBURGH

Research Advisory Committee (RAC)

Grant Application Guidelines and Instructions

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Introduction to the Research Advisory Committee (RAC)

Purpose

The Research Advisory Committee (RAC) is the governing body of oversight for RAC policies, objectives and financial portfolio in support of the mission, values and strategic goals of UPMC Children's Hospital of Pittsburgh as related to research development, education and operations under the administration of the RAC.

Objectives

The RAC is responsible for soliciting, evaluating, awarding and administering internally funded pediatric research grants, fellowships, shared research equipment and the summer research internship program. The RAC also makes recommendations concerning the development of research at the Children's Hospital of Pittsburgh of UPMC to the Scientific Director of Research for deliberation and decision.

Focus

By providing funds through the Children's Hospital of Pittsburgh Foundation, the RAC portfolio focuses on stimulating investigators in support of pediatric research advancements in an effort towards obtaining independent extramural funding supporting their research.

Composition

The RAC is comprised of two working committees which includes the Advisory Committee and the Ad hoc Scientific Review Subcommittee. The chairman of the Advisory Committee is the Scientific Director of Research. In this capacity, he/she is responsible for the appointments to both committees including the chairman of the subcommittee. Membership includes senior faculty representation across a variety of disciplines within the Children's Hospital of Pittsburgh of UPMC. There are a total of 12 members appointed to the Advisory Committee and 9 members to the Ad hoc Subcommittee. Each committee is represented by a cross section of basic and clinical research faculty. All members are appointed to serve an indefinite term.

Meeting Frequency

In accordance with RAC program funding deadlines, both the Advisory Committee and Ad hoc Subcommittee meet twice annually to review and approve research grants, progress reports and operational functions of the RAC. These meetings are held in the late spring and early winter to coincide with the funding start dates of January 1st and July 1st each year.

Committee Responsibility

Responsibilities for the prudent management of the RAC are distributed between the Advisory Committee and Ad hoc Scientific Review Subcommittee as follows.

Ad hoc Scientific Review Subcommittee

- Committee members prepare a written scientific critique of applications submitted for funding noting strengths and weakness.

- Assessment of budget request for appropriateness and compliance with funding category.
- Provide constructive written feedback to applicants addressing scientific and technical merit.
- Using the NIH scoring system 9-point scale, provide an overall impact score and funding level recommendation.
- Prepares recommendations to the Advisory Committee including prioritization of funding recommendation and award amounts to coincide with available resources. Provide the Advisory Committee with justifications for decisions delivered by the Ad hoc chairman.
- Review all progress reports and 2nd year funding request for satisfactory progress and financial accountability; make recommendations for continuation of a project.
- Formulates recommendations to Advisory Committee pursuant to program guidelines changes, application process and modifications to the RAC portfolio.

Responsibilities of the Advisory Committee

- Establishment of RAC Guidelines, award categories, eligibility requirements and funding levels pursuant to funding categories.
- Fiscal management of annual operating budget and shared capital equipment purchases including research center building service contracts supported by RAC funds.
- Review and render final decisions of the Ad hoc Scientific Review Subcommittee recommendations.
- Acts as the governing body of the RAC overseeing all operations of the RAC portfolio, program guidelines, summer internship program and fiscal management of RAC funds.
- Provides direction to the Ad hoc Scientific Review Committee pursuant to program changes.
- The RAC is responsible for all reporting activities to the Children's Hospital of Pittsburgh Foundation

General Notice to All Potential Applicants

- Applications may not be reviewed by deep content experts; therefore, applications must be intelligible to a layperson.
- An investigator may not apply for two RAC grants at the same time.
- An investigator with current RAC funding cannot apply for new RAC funding until the first project is completed, and final report has been submitted to Research Administration.
- RAC Grants are non-transferable to other investigators or other institutions.
- Faculty and Post Docs must have a fully executed offer letter if they wish to submit a RAC application for a deadline that occurs prior to their employment start date.
- RAC grants will not be awarded to new Faculty or Post Docs if the start date of the grant is prior to their start date at CHP.
- Faculty may NOT apply for a Fellowship grant for unknown or unfilled fellow positions.
- Applicants currently in a fellowship position may apply for a Research Fellowship Grant.

RAC Due Dates and Timelines

All applications are due to Research Administration by close of business, 5PM, on the due date. No late applications will be accepted. If due date falls on a weekend or holiday, applications are due next business day.

Research Advisory Committee Process	**Cycle I**	**Cycle II**
Funding Period	January – December	July - June
Application Deadline	August 15th	February 15th
Progress Report and Year 2 Funding Request Deadlines	September 15th	March 15th
Final Report Deadline	March 15th	September 15th
Scientific Review Timeframe	August-October	February to April
Full RAC Board Meeting	November-December	May-June
Earliest Funding Start Date	January 1st	July 1st

Application Types

Seed Grants
Allows established RO1 funded investigators to develop new skills, expertise, and preliminary observations or a change in scientific direction that will form the basis for subsequent externally funded grant applications, independent of those currently funded. Provides support when there is a gap in external funding. Seed grants are not intended to provide supplementary monies to support currently funded research, nor are they intended to provide funds to extend the length of currently held grants.

Who can apply:

- Full-time faculty members of the University of Pittsburgh engaged in pediatric research at the Children's Hospital of Pittsburgh intending to begin studies in an area they have not previously worked.
- Full-time faculty members of the University of Pittsburgh affiliated with the Department of Pediatrics at the University of Pittsburgh intending to enter the field of research.

Eligibility Criteria:

- Faculty must be RO1 funded at the time of submission.
- Faculty must devote at least 80% of their time to the research program.
- When external funding is received, the investigator must relinquish the remaining funds of the RAC grant.

Duration: 1-2 Years

Start-Up Grants
Supports initiation of research by faculty to gain experience and skills that will enhance the possibility of external funding. Generally intended for junior faculty at the start of their research careers.

Who can apply:

- Children's Hospital of Pittsburgh faculty (Assistant Professor, Associate Professor, Professor)
- Post Docs transitioning to faculty by the start of award.

Eligibility Criteria:

- Any faculty with active NIH funding can apply for start-up funds if the research is in a different and distinct area of their current funding.
- Applicants must be new hires, within 5 years of appointment.
- A faculty member that received a Start-Up Grant, from the RAC during their tenure, cannot apply.
- Applicants must provide Other Support information.

Duration: 2 Years

Pilot Translational Funds (PTFs)
Allows clinical or basic-to-clinical investigators in translational research to develop hypotheses, preliminary observations, and methods; Employs technologies/experimental systems with which the investigator has had no previous experience; or Bridge basic to clinical research opportunities that will form the basis for subsequent highly competitive externally funded grant applications.

Who can apply:

- Full-time faculty members of the University of Pittsburgh engaged in pediatric research,
- at the Children's Hospital of Pittsburgh, or
- in the Rangos Research Building
- Full-time faculty members of the University of Pittsburgh affiliated with the Department of Pediatrics at the University of Pittsburgh

Eligibility Criteria:
No additional eligibility criteria outside of general criteria mentioned in General Requirements section.

Duration: 1 Year

Research Fellowships/Post-Docs
A Research Fellowship Grant is a program that includes training in research design, statistics, research ethics and grantsmanship. It is intended to enhance the training of clinician and postdoctoral scientists to conceive, initiate, execute, analyze, and report results of research in their area of special interest.

Who can apply:

- MD or PhD research fellow at any year of a Residency/Fellowship training.

Eligibility Criteria:

- Application must include a detailed project description including aims, methodology, data analysis, budget and biographical sketch.
- Fellows must be able to devote at least 80% of their time to the research program.
- Applicants must produce a program summary and project report that documents:
- General progress
- Abstracts or peer-reviewed articles stemming from research.
- Evidence of applications for funding, including:
- An application letter signed by the mentor with the title of the project and the outline of program in 2 pages or less.
- Assurance that funding for all aspects of the program and project are available from the mentor.

Duration: 1 Year

Graduate Student/Pre-doctoral Fellowship
Allows full-time graduate students in a University of Pittsburgh or UPMC PhD-granting graduate division, the opportunity of funding to pursue full-time research with a CHP faculty member. It is expected that most awards will be made to students just beginning their thesis research.

Who can apply:

- Full-time graduate students in a University of Pittsburgh or UPMC PhD-granting graduate division, and who have chosen to pursue full-time research work with a CHP faculty member.
- Students must have passed preliminary exams and made a formal commitment to pursue thesis-related work with a CHP faculty mentor.

Eligibility Criteria:

- The work being proposed must constitute the student's PhD thesis.
- The CHP mentor is to be recognized by the PhD granting department as the major advisor.
- The applicant may apply for funding at any time but no earlier than 6 months before beginning full-time research with the mentor.
- Applicants must also have at least 2 years of full-time work remaining at the time that the award is activated.

Duration: 2 Years

Bridging Fund Grants
The purpose of Bridging funds is to provide temporary funds for those whose RENEWAL applications fall close to the pay line and therefore stand a high likelihood of being funded after resubmission. Its intended purpose is to ensure the researcher can continue their planned research. Bridge funds are NOT intended to provide funding for grants that did not meet or fall close the funding cutoff after first-time submissions, nor is it intended to support first time funded applications.

Who can apply:

- Researcher with an existing federal grant that is in the renewal process or about to expire.

Eligibility Criteria:

- Have not received prior Bridging funds for the project.
- Continue to apply for the appropriate outside funding.
- When the external funding is received, the investigator must relinquish the remaining funds of the RAC Grant as of the start date of the other award.
- Submissions must include:
- Original grant application
- Detailed scientific analysis of their ongoing research
- Full CV which includes funding history
- A written description for the need for bridging funds
- Grant Summary Statement
- Reviewer comments from the original funding agency.
- A plan to address reviewer comments.
- Detailed budget using the budget template page.
- Timeframe for the funding.

Duration: As needed

Funding Amounts and Award Length

Award Type	Funding Level	Award Length
Seed Grants	$40,000/yr. $80,000 Max.	1-2 years
Start-Up Grants	$40,000/yr. $80,000 Max.	2 years
Graduate Student/Pre-Doc	Salary and Fringe Benefits	2 years
Pilot/Translational Funds	$25,000	1 year
Research Fellowship/Post-Doc	Salary and Fringe Benefits	1 year
Bridging Funds	$50,000 - $80,000	As needed

Seed Grants:
Seed Grants have a maximum funding level of $40,000 for one year. A second year of funding is possible if satisfactory progress is demonstrated.

Start-Up Grants:
Start-Up Grants have a maximum funding level of $80,000 over two years. It is permissible to carry funds over from the first year to the second year: up to 25% without justification; over 25% requires justification.

- The second year of funding is based on progress made in the first year.
- Awarding of the next budget period will follow the same funding cycle as the first year; for example, if the first year was awarded July to June, the second will begin July to June.
- No cost extensions are not permitted at the conclusion of the 2nd year of funding; all unexpended funds will be returned to the RAC.
- PCTRC costs are not permitted.

Pilot Translational Funds Grants:
PTF Grants have a maximum funding level of $25,000, over one year.

Research Fellowship/Post-Doc:
Research Fellowship Grants follow the stipend levels stated in the NIH National Research Service Award (NRSA). Maximum funding is for up to Level 6 per NRSA guidelines. The levels are updated every January and are available on the NIH website.

Graduate Student Fellowship/ Pre-Doc:
Graduate Student Fellowship Grants have historically had a maximum funding level of $40,000 per year, up to $80,000 over two years, to support salary and fringe benefits of the pre-doctoral student.

Bridging Funds:
Bridging Fund Grants have a maximum level of funding of $80,000.

Allowable Expenditures and Additional Guidelines

Budget Category	Seed Grant	Start-Up Funds	Fellowship	Graduate Student	Pilot/ Translational	Bridging
Faculty Salary	NO	NO	NO	NO	NO	NO
Fellow Stipends	NO	NO	YES	YES	NO	NO
Staff Salary	YES	YES	NO	NO	YES	YES
Consultants/Contracts Pitt only	NO	YES	NO	NO	NO	YES
*Equipment	NO	YES	NO	NO	NO	NO
Supplies	YES	YES	NO	NO	YES	YES
Travel	NO	NO	NO	NO	NO	NO
Patient /Incentive	NO	NO	NO	NO	YES	NO
Renovations	NO	NO	NO	NO	NO	NO
Meals	NO	NO	NO	NO	NO	NO
Parking	NO	NO	NO	NO	NO	NO
Indirect Costs	NO	NO	NO	NO	NO	NO

*Funds may be requested for equipment which will be utilized and housed at other locations, however; the equipment items are the property of CHP and revert to CHP when no longer used at the off-site location.

Rebudgeting between categories is allowed. If there is a need to re-budget, please reach out to the RAC or Research Administration for next steps.

No-Cost Extensions are not permitted on RAC award unless there are extenuating circumstances which must be approved by the Scientific Review Subcommittee and Research Administration.

Relinquishment of Funds

Involuntary Relinquishment
Should a RAC funded investigator receive other external funding for the same project, the investigator must inform the RAC Chairperson and provide a letter of justification and any budget revisions, if applicable, for review.

The RAC will then decide whether the funds should remain with the investigator or be returned to the RAC through involuntary relinquishment.

Should a RAC funded investigator delay renewing their award for year 2 funding, past the one cycle grace period, the remaining grant funds and the renewal opportunity will be involuntarily relinquished.

Voluntary Relinquishment
Should a RAC funded investigator choose to voluntarily relinquish their funding, the investigator must inform Research Administration and the RAC Chairperson by providing a letter of justification. Once voluntary relinquishment is confirmed, the funds will be returned to the RAC account and Finance/Post-Award will be notified.

Outcomes

The RAC and Research Administration is invested in successful outcomes from the RAC awards. It is imperative, for the development and success of the RAC, to collect data, related to the awardees research and career development. Data collection will be used to measure the efficacy of the research awards.

By accepting a RAC award, PIs agree to be contacted, annually, for updates on the status of their research, additional awards received, publications, etc.

Application Instructions

Application Format
Adherence to type size and spacing requirements is necessary for several reasons; as no applicant should have the advantage of providing more text in their application due to using small print, additionally, small type can cause difficulty for reviewers to read the application.

Font
- Font sizing should be 11 point or larger Arial or Helvetica; standard size, black letters.
- The print must be clear and legible.
- The density must be no more than 15 characters per horizontal inch.
- The density must be no more than 6 characters per vertical inch.

Page Margins
- Use standard size 8-1/2 x 11 paper.
- Use at least one-half inch margins in all directions (top, bottom, left and right)

Paging
- Application must be single-sided and single spaced; consecutively numbered throughout the application.
- Place page numbers at the bottom of each page.
- Do not use suffixes, such as “5a,” and do not include unnumbered pages.

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes
Can be smaller than 11-point font but must be legible.

Page Limitations
Observe the following page number limitations.

Abstract	1 page
Budget Pages	1 page per budget
Budget Justification	1 page
Biographical Sketches	5 pages
Introduction (only needed for revised applications)	2 pages
Specific Aims	1 page
Research Strategy	4 pages
Bibliography and References Cited	6 pages
Mentor Letter (only needed for Fellowship and Graduate Student applications)	2 pages
Other Support (for Start-Up applications only)	2 pages

*For the Grant Application Face Sheet and **Table of Contents** use the provided templates.*

Abstract
Use the provided template, do not exceed one page, and follow directions and guidance below.

The Abstract is a succinct and accurate description of the proposed work and should be able to stand on its own, separate from the application. This section should be informative to other persons working in the same or related fields and understandable to a scientifically literate reader.

State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe how, in the short or long term, the research would contribute to the fundamental knowledge about the nature and behavior of living systems; and/or the application of that knowledge to enhance health, lengthen life, and reduce illness and disability.

Avoid summaries of past accomplishments and the use of the first person. Please be concise.

Detailed Budget for Initial Budget Period
Use the provided budget template to identify individuals and consultants, listed on the project, and their associated costs. Include supplies, equipment and/or other expenses in the budget.

Starting with the principal investigator, list the names of all personnel who are anticipated to be involved on the project during the initial budget period, regardless of whether a salary is requested. Include all collaborating investigators, support staff, and any "to be appointed" positions.

List the number of calendar, academic or summer months per each individuals' contractual appointment to the project.

For all individuals listed add the percent of their effort/time to be spent on this project.

Enter the dollar amounts for each position for which funds are requested.
- The salary requested is calculated by multiplying the individual's institutional base salary by the percent of effort on this project.
- Fellows must list their salary and their program year. Fringe benefits must be requested in accordance with current institutional rates.

Calculate the cost associated with each position and enter the subtotals in each column.

Whether or not costs are involved, provide the names and organizational affiliations of all Consultant(s) Include consultant physicians in connection with patient care and persons who serve on external monitoring boards or advisory committees to the project.

List each item of equipment separately and itemize supplies and other expenses in separate categories.

Other Expenses may include:
- Animal maintenance (unit care costs and number of care days)
- Patient travel
- Publication costs

- Computer charges
- Rentals and leases

Budget for Entire Proposed Project Period
If requesting more than one year of funding, use the provided entire project budget page to project a second year of costs. Enter only the totals under each budget category for all additional years of support requested.

Budget Justification
Provide a detailed justification for each budget category for which funds are requested using the provided template.

- For Personnel, describe their specific functions by position, role, and level of effort.
- For Consultants, describe the services to be performed, including the number of days of anticipated consultation, the expected rate of compensation, and other related costs.
- Provide a general description of the need for supplies, equipment, and other expenses.

Biographical Sketch
The biographical sketch (biosketch) documents an individual's qualifications and experience for a specific role in a project. Using the provided template, submit a biosketch for each proposed key personnel and other significant contributor included on the grant application. For additional guidance about a Biographical Sketch please reference the NIH website at Biosketch Format Pages, Instructions and Samples | grants.nih.gov

Resources
Provide in detail the resources available for the project. Use continuation pages if necessary.

- Specify the facilities to be used for the conduct of the proposed research.
- Indicate the performance sites and describe their capacities, pertinent capabilities, relative proximity, and extent of availability to the project.
- Identify support services such as machine shop, electronics shop, and specify the extent to which they will be available to the project.
- List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.

Research Plan
The Research Plan requires sufficient information, needed for evaluation of the project, to be independent of any other document and follow the NIH format. Be specific, informative and avoid redundancies.

Organize Items of the Research Plan as:
- Specific Aims
- Research Strategy
- Etc.

The Research Plan must answer these questions:

What do you intend to do?
Why is the work important?

What has already been done?
How are you going to do the work?

All tables, graphs, figures, diagrams, and charts are to be included within the 4-page limit.

Introduction to Application (Revised/Resubmitted Applications Only)
An introduction summarizes the substantial additions, deletions, and changes to the application.

The introduction must include a response to the comments and criticism raised in the prior Scientific Review.

Specific Aim(s)

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the anticipated impact of the proposed research. List succinctly the specific objectives of the research.

Examples of Objectives:

- Test a stated hypothesis.
- Create a novel design.
- Solve a specific problem.
- Challenge an existing paradigm or clinical practice.
- Address a critical barrier to progress in the field.
- Develop new technology.

Research Strategy
Organize the Research Strategy by using the following instructions. Be sure to use the specific order as it is designed below in your application.

If an applicant has multiple Specific Aims, then the applicant may address the three sections, Significance, Innovation and Approach, individually, for each Specific Aim, or collectively.

Start each, of the three sections, with the appropriate section heading: *Significance, Innovation, and Approach.* Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited section.

Significance

- Describe the importance of the problem or critical barrier that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, 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.

Innovation

- Explain how the proposed research challenges and seeks to shift current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation, or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation, or invention(s) that the proposed research with offer.

Approach

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aim(s) 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 any high-risk aspects of the proposed work.
- Provide an account of preliminary studies pertinent to the application information that will also help to establish the experience and competence of the investigator to pursue the proposed project. Preliminary data often aid the reviewers in assessing the likelihood of the success of the proposed project.

Note: Pilot/Translational Fund Grant will not require preliminary data as the pilot project is intended to generate preliminary data.

Committee and Board Approvals

If your project requires additional approval(s), include approval letter, from the appropriate committee or board with the application. Please note that awards will not be released until approval is obtained. It is highly recommended that you pursue committee or board approval during the RAC review cycle as to not to delay the start of your project, if funded.

Human Subject Research

The primary purpose of the Institutional Review Board (IRB) is to protect the rights and welfare of human subjects involved in research activities being conducted under its authority. In so doing, the IRB shall ensure adherence to the criteria for IRB approval. As a secondary purpose, the IRB must seek to ensure that the University, affiliate institutions, and the investigators that it serves are compliant with the ethical standards and regulations governing human subject research. The IRB and IRB Office also serve to assist investigators in the design of ethical and regulatory compliant human subject research studies.

Vertebrate Animals

The Institutional Animal Care and Use Committee (IACUC) is responsible for oversight of the animal care and use program and its components as described in the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals and the Guide for the Care and Use of Laboratory Animals.

Recombinant DNA

The National Institute of Environmental Health Sciences (NIEHS) has established an Institutional Biosafety Committee (IBC). The IBC is responsible for reviewing projects that involve, but are not limited to, recombinant DNA, RNAi, pathogens, human materials and other potentially infectious material, as well as transgenic animals. The IBC provides recommendations to the intramural community in matters pertaining to the control of biohazards associated with the use of microbiological agents and their vectors. It also represents the interests of the surrounding community with respect to public health and protection of the environment.

Bibliography and References Cited
Your Bibliography and References Cited pages should reflect all the source materials you relied on when preparing any section of the application.

List all the publications you have cited. It is important to be concise and to select only those literature references pertinent to the proposed research.

Letters of Support
Attach appropriate letters from all individuals, listed in the application, to confirm their role in the project.

Mentor letters are required only for Research Fellowship and Graduate Student applications.

Other Support

If you are applying for a Start-Up grant, information on other active and pending support is required to ensure there is no scientific, budgetary, or commitment overlap. “Other Support” is sometimes referred to as “current and pending support” or “active and pending support.”

Other Support includes all resources made available to a researcher in support of and/or related to all of their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant. This includes but is not limited to:

Resources and/or financial support from all foreign and domestic entities, that are available to the researcher. This includes but is not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.). Institutional resources, such as core facilities or shared equipment that are made broadly available, should not be included in Other Support.

There is no "form page" for reporting Other Support. Information on Other Support should be provided in the format shown below.

Other Support – Project/Proposal

*Title:
*Major Goals:
*Status of Support:
*Source of Support:
*Primary Place of Performance:
Project/Proposal Start and End Date: (MM/YYYY) (if available):
* Total Award Amount (including Indirect Costs):
* Person Months (Calendar/Academic/Summer) per budget period.

Year (YYYY)	Person Months (##. ##)
1. [enter year 1]	
2. [enter year 2]	
3. [enter year 3]	
4. [enter year 4]	
5. [enter year 5]	

Other Support- In-Kind

*Summary of In-Kind Contribution:
*Status of Support:
*Primary Place of Performance:
Project/Proposal Start and End Date (MM/YYYY) (if available):
*Person Months (Calendar/Academic/Summer) per budget period

Year (YYYY)	Person Months (##. ##)
1. [enter year 1]	
2. [enter year 2]	
3. [enter year 3]	
4. [enter year 4]	
5. [enter year 5]	

*Estimated Dollar Value of In-Kind Information:

Appendix
Applications may include the following materials in the appendix:

- Surveys
- Questionnaires
- Data collection instruments
- Clinical protocols.

Note: Graphs, diagrams, tables, and charts that do not need to be in a glossy format to show detail should not be included in the appendix.

Revised Applications and Additional Guidance for Research and Graduate Student Fellowships

Revised Applications

Applications that have been revised, based on the comments and critiques by the Scientific Review process, are allowed to be resubmitted one time. Following an unfunded resubmission application, applicants must submit a new application including new direction and specific aims.

All revised applications must respond to directly, point by point to previous critiques. Changes in the Research Plan must be clearly marked by appropriate bracketing, indenting, or changing of typography.

Do not underline or shade changes. If the changes are so extensive that they dominate most of the original text; explain in the Introduction and do not show changes.

Acceptance of a revised application automatically withdraws the prior version, as two versions of the same application cannot be simultaneously pending.
Only a single resubmission of an original application will be accepted.

The 2-page Introduction, in response to previous critiques, is not part of the Research Plan page limitations.

Research and Graduate Student Fellowship Applications

An application for a Research Fellowship or Graduate Student Fellowship should follow the guidelines for a complete application, as discussed above, and include a letter signed by the mentor. The letter should be:

- A two-page outline of the proposed program that includes:
    - The title of the project,
    - Assurance that 80% or more of a Fellowship applicant's time will be devoted to the proposed program. Or
    - Assurance that 100% of a Graduate Student applicant's time will be devoted to the proposed program.
    - Assurance that funding for all aspects of the program and project are available from the mentor.

Additionally, it is recommended that the mentor provide a timeline of the proposed research.

Graduate Student Fellowship Awards Only

This award can be renewed for funding for a second year based on review of the Progress Report.

The awardee must produce a Progress Report that documents general progress, abstracts or peer-reviewed articles stemming from the research and evidence of applications for funding where relevant. Graduate Student Fellowship Grantees must submit a Progress Report to request continued funding or a Final Report, if not requesting a renewal, as described below.

Submitting Progress Reports and Final Reports

The **Progress Report** should incorporate any work completed after the application was submitted. Deadlines for reports are four months prior to period end date. There are no form pages for Progress Reports.

The report should be a brief presentation of the accomplishments on the research project during the reporting period, in language understandable to a biomedical scientist who may not be a specialist in the project's research field. Progress Reports should contain research development and other activities, as well. The style used in scientific, scholarly articles is appropriate.

Briefly describe the awardee's involvement in activities during the past year designed to increase research skills.

Examples Include:

- Formal course work
- Informal instruction in specific research skills
- Scientific seminars and meetings
- Visits to other laboratories.

Briefly describe the awardee's involvement in activities other than research and research training during the past year.

Examples Include:

- Teaching
- Clinical care
- Professional consultation
- Service on an advisory committee/group
- Administrative activities.

For both categories, indicate percent of time spent in each of these activities and relationship to the awardee's research career development. Information should be from the last 6-9 months.

Grants awarded to begin on January 1 have Progress Reports due March 1 of the following year.
Grants awarded to begin on July 1 have Progress Reports due September 1 of same year.

Year 2 Review
Progress Reports submitted for year two funding are submitted to the Scientific Review Committee.

The following must be included in the report, in the order below:

- Grant Application Face Sheet
- Continuation Detailed Budget Page (complete the top left side)
- Budget Justification Justify all carryover equal to or greater than 25%.
- Progress Report
- Biographical Sketch(es) only for new personnel/consultants.
- Other Support only if active support changed.

Final Reports are due 60 days after the end of the project period and follow the same submission dates for Progress Reports.

Grants awarded to begin on January 1 have Final Reports due March 1 of the following year.
Grants awarded to begin July 1 have Final Reports due September 1 of same year.

The Final Report should include a summary of progress made toward the achievement of the originally stated aim(s), a list of significant results (positive or negative), and a list of publications.

Grantees should also describe any data, research materials (such as cell lines, DNA probes, animal models), protocols, software, or other information resulting from the research that is available to be shared with other investigators and how it may be accessed.

There are no form pages for the Final Report. At the top of the first page provide the:

- Grant number
- Project title
- Project period (start and end dates)
- Name of the PI
- Current Email (personal email is preferred for After Grant Outcome follow-up)

The Final Report document should be named "Final Report- PIs Name (Last, First, Middle), Project Title."

An Investigator who fails to submit a final report may not be eligible for further RAC funding.

Renewal and New Application Deadlines

Deadlines for applications and reports are as follows.

Progress and Final Reports are due 4 months prior to the end of the budget period.

Grants awarded to begin on January 1 have Final Reports due March 1 of the following year.
Grants awarded to begin July 1 have Final Reports due September 1 of same year.

Please set a reminder, a minimum of one month prior to the Progress and Final Report, due date to ensure on time submission.

Note: If a report due date is missed, the competitive renewal deadline will have also expired for that same funding period.

The awardee will be granted a one cycle delay in submission of their competitive renewal for year 2 funds. Further delay in submission, unless approved by the RAC and Research Administration, will be cause for the relinquishment of remaining funds and potential renewal.

Submit all application materials as a single PDF, via email, to Research Administration (RACAdmin@upmc.edu). Paper copies will not be accepted.

Types of Applications/Reviews	**Cycle 1 Dates**	**Cycle 2 Dates**
Funding Period for each cycle	January – December	July - January
All New or Revised Application Deadline	August 15th	February 15th
All Progress Report and Year 2 Funding Request Due:	September 15th	March 15th
All Final Report Due:	March 15th	September 15th
RAC Scientific Review Committee Meeting	October	April
Full RAC Board Meeting	November-December	May-June
Earliest Funding Start Date	January 1st	July 1st

Contact Information:

Research Administration
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RACAdmin@upmc.edu