

**Request for Application
New Jersey Alliance for Clinical and Translational
Science (NJ ACTS)**

**Partnership & Innovation Pilot
Grant Program**

Funding Opportunity Purpose:

The purpose of this RFA is to solicit applications for partnership and innovation pilot grants from investigators at Rutgers University, Princeton University and New Jersey Institute of Technology.

Release Date: July 29th, 2019

Letter of Intent: Monday, August 12th, 2019 (Strongly encouraged, not required)

Application Deadline: Tuesday, September 3rd, 2019

Award Notification: October 2019 dependent on NCATS approval

Earliest Start Date: October 2019 dependent on NCATS approval

NJ ACTS, an NIH Clinical and Translational Science Awards Program (CTSA) partnership between Rutgers, Princeton University and New Jersey Institute of Technology (NJIT), is pleased to announce a community partnership and innovation funding program.

Objective

The purpose of the Partnership and Innovation Accelerator Pilot Grant Program (PIAP) is to facilitate collaborations between academic researchers from Rutgers University, Princeton University, and New Jersey Institute of Technology and community organizations so they can work together on health research that benefits the community. The researcher/community partnerships facilitated by this mechanism will seed and/or strengthen new or existing partnership projects. These awards, up to \$10,000 for 1 year, support areas of mutual interest, define the relationships and expectations of the partnership, create a structure for the partnership, and define the specific research project, potential funding sources and expected outcomes for the pilot.

These grants will allow partnerships to conduct preliminary research activities focused on health outcomes and impact that will prepare teams to apply for research grants. Examples of possible partnership activities include:

- Conducting a needs assessment to better understand a health problem
- Completing an environmental scan to better understand the local context of a health issue
- Facilitating activities that assess community readiness to address a health problem
- Collecting pilot data needed to demonstrate potential impact
- Facilitating meetings and events to encourage collaboration

Grant Funding

Community-academic partnerships have the opportunity to receive up to \$10,000 for a one-year funding period. We expect funding will be used to support preliminary research activities. For example, funding might be used to provide incentives to participants, to pay for costs associated with evaluation, or to purchase supplies needed to engage the community in research activities.

Note: all NJACTS funding is for direct costs only; no facilities and administration costs are included. Funding may not be used for operating support or salaries for existing programs. Funds may also not be used for duplicative programs or purposes. Funding cannot be used for journal fees.

Who Should Apply?

The PIAP Program Grant is open to all investigators at Rutgers, Princeton University, and NJIT who are eligible to apply for external funding with principal investigator status through their home institution. The application must include **at least one community partner and at least one academic partner specifically from Rutgers, Princeton, or NJIT**. Community programs, agencies, physician practices, and other not-for-profit organizations may apply as community partners or community co-principal investigators. Faculty or affiliates of NJACTS partnering institutions may be considered academic partners or academic principal investigators. Applicants can be working together for the first time or part of an existing collaboration that is looking to take the next step in their work together. Awards are not available for international projects.

Proposal Requirements and Criteria for Review

A committee of academic and community members will review all proposals and evaluate the potential for building or strengthening a sustainable community-academic partnership, how the partnership will address community health priorities, expected outcomes, how the project will impact community health, plans for future collaborations, and the sustainability of the partnership.

We encourage applications focusing on asthma, mental/behavioral health, substance abuse, obesity, adult neuroscience, primary care/prevention, underserved populations, and infant mortality.

NCATS Prior Approval

NCATS, the NIH Center that manages the CTSA program, requires that all pilots receive its approval prior to award activation. **If the project involves humans or vertebrate animals, the project MUST have IRB or IACUC approval prior to submitting to NCATS for its approval.** Therefore, all applicants are urged to seek IRB or IACUC approval concurrent with the submission of the pilot application.

No federal funds may be spent prior to the completion of NCATS review. Accordingly, actual start dates will be dependent on the NCATS approval process, which can take 30+ days.

We will communicate with each successful pilot proposal PIs about the NCATS requirements once the selection process is completed.

Letter of Intent

Letters of intent are optional but strongly encouraged. LOIs should be no more than one page and must include: (1) name, title, and contact information of coordinating partner, (2) description of both partners (academic and community partners applying for the grant), including mission, experience and or prior evidence of impact of previous work/collaboration, and (3) reason for interest in this opportunity. LOIs should be submitted to Brittany Sullivan (brittany.sullivan2@rutgers.edu) by **Monday, August 12th, 2019.**

Application Instructions and Format

All application materials must be emailed by **Tuesday, September 3rd** to Brittany Sullivan (brittany.sullivan2@rutgers.edu). The subject line should be: [Contact PI Full Name] – PIAP Application.

This is an internal application and **does not** require review by Rutgers Office of Research and Sponsored Programs (ORSP). Princeton and NJIT may have different requirements.

The application may require approval of the Dean/Chair in the case of Co-PIs based on school/departmental policy or if the project involves in-kind support.

The proposal should be submitted in 2 pdf documents. The Application Form should be in one pdf and all other materials should be in a single pdf in the order stipulated below.

To be considered complete, a proposal **must** contain the following elements in this order:

	Page Limit
NJ ACTS Pilot Application Form	Fillable PDF
Additional elements to be submitted as a single PDF in this order:	
Project Strategy	4 pages
<ul style="list-style-type: none">Project Abstract	

Brief statement of purpose: Why are you starting this partnership project? What is the community health concern or research question you hope to be able to address through this partnership?	Up to ½ page
<ul style="list-style-type: none"> • Specific Aims <ul style="list-style-type: none"> ○ Description of how this project improves the ability of the partner organizations to engage in research in the community. ○ Main components of the project. 	Up to ½ page
<ul style="list-style-type: none"> • Project Plans <ol style="list-style-type: none"> 1. Description of outcomes and impact: <ul style="list-style-type: none"> • Describe the expected outcomes. • Describe how the impact of the project will be evaluated. • Briefly describe how you will measure success. 2. Plan for future collaborations and sustainability: <ul style="list-style-type: none"> • Briefly describe how the proposed project will lead to future collaborations and/or impact between the academic and community partner(s). • Describe the partnership’s options to sustain the relationship after the grant period. 	Up to 3 pages
How will Pilot Program funding lead to independent or sustainable funding?	Up to 1 page
Project Timeline by month (12 months max) <ul style="list-style-type: none"> • Indicate the sequence of steps in project implementation 	Up to 1 page
Selected references	As needed
<u>If the project involves human subjects</u> , prepare a “Protection of Human Subjects” attachment as outlined by NIH, addressing: 1.The risks to subjects; 2.The adequacy of protections against risk; 3. Potential benefits of the research to subjects and others; and 4.The importance of the knowledge to be gained; 5.For clinical trials, data, and safety monitoring plan (include planned enrollment form).	As needed
If project involves vertebrate animals, follow the directions at: NIH Worksheet for Applications Involving Animals	As needed
Resources and Environment <ul style="list-style-type: none"> • Include community partner description (organization’s mission, history and current work in the subject area). 	Up to 1 page
Other Support	As needed
Detailed Budget (NIH PHS 398)	As needed for each PI/Institution
Budget Justification	As needed
Co-PI’s NIH-formatted biosketch. Resumes accepted for Community Partners.	Up to 5 pages
Key personnel biosketches	Up to 5 pages each
Letters of support from affiliates, partners, or others	Up to 1 page each
Additional Documents Required from Other CTSA Hubs	
Detailed Budget (NIH PHS 398)	As needed for each PI/Institution
<ul style="list-style-type: none"> • Budget Justification 	As needed

• Scope of Work	As needed
• Rutgers Sub-recipient Commitment Form	If awarded

Budget Guidelines

We strongly recommend that you prepare your budget with the support of your department or unit's budget/financial administrator.

- Project period is one year, which begins upon receipt of funds.
- Maximum allowable expenditures: \$10,000
- PI effort: Effort levels for each co-PI must be specified.

Note: Specific effort is not required for Princeton investigators.

- Applicants may not request salary support for themselves or Co-PIs; salary support is allowable for staff, postdocs, and students.
- Name, title/role, percent effort, salary and benefits for each participant must be provided.
- Supplies and other costs should be itemized in detail by type and number in the budget and budget justification.
- Equipment requests and service contracts must be detailed in the budget and budget justification; quotes must be attached.
- If two or more NJ ACTS institutions are involved, complete a budget for each institution and a cumulative budget page. Budgets should clearly show what project costs will be expended at each institution.
- Facilities and Administration costs are not permissible.
- In-Kind support is permitted and requires School Dean/Department Chair approval.
- Foreign subcontracts are not permitted under this mechanism, and research at foreign sites will require prior approval by NCATS.

Regulatory Approvals

- Awardees must obtain all regulatory approvals (e.g. IRB, IACUC, or Radiation Safety) and meet all compliance requirements prior to receiving funds and maintain approvals during the entire length of the award.
- Projects that involve human subjects research or live vertebrate animals will also need **prior approval by NIH/NCATS** before an award can be made. The project **MUST** have IRB or IACUC approval **prior** to submitting to NCATS for its approval. **Therefore, all applicants are urged to seek IRB or IACUC approval concurrent with the submission of the pilot application.**
- When you apply for IRB/IACUC approval, indicate that your research is supported by NJ ACTS:
 - Award number UL1TR003017
 - Funding source: NIH/NCATS
- You must keep your IRB/IACUC approval(s) current and active for the duration of the award period. Copies of the approval letters need to be sent to the BERD Mini-Methods Grant Program Administrator at zabalaje@rutgers.edu.
- If your project is an NIH-defined clinical trial (see below), you must register your project and report results on clinicaltrials.gov.

NIH Clinical Trial Definition

A research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes

Budget and Financial Management

- Funds must be spent according to approved budget. Prior approval is required to amend the budget.
- To amend your budget, send a copy of the original budget and the proposed amended budget with a justification for the budget changes to Brittany Sullivan (brittany.sullivan2@rutgers.edu).
- If your project runs over budget or you charge something that is not allowable, you/your department/school are responsible for the charges and will be asked to provide an alternate project number for those costs.

Reporting Requirements

- A final report is required for all awards.
- Failure to submit a progress report will result in the grant's being terminated.
- Co-PI's with outstanding final reports will not be allowed to compete for any other pilot program.
- Co-PI's will be expected to complete an annual report that summarizes abstracts, presentations, publications, and proposals/funded awards that resulted from the NJ ACTS pilot grant. This is required for the NJ ACTS grant renewal reporting and evaluation functions.

Award Recognition

Any publication, product (i.e. brochure, flyer, toolkit, website, mobile application) or patent that results from this funding must reference:

- “Supported (in part) by the New Jersey Alliance for Clinical and Translational Science”
- “Research reported in this publication was supported by the National Center for Advancing Translational Sciences (NCATS), a component of the National Institute of Health (NIH) under Award Number UL1TR0030117. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH.”

Other Notices

- Abstracts and names of Co-PIs will be posted on the NJ ACTS website and may be posted or submitted to the national CTSA website.
- Awards are not transferable or renewable.

Proposal Review

Proposals will be reviewed by the Community Engagement Core Advisory Council.

Questions/Inquiries

For questions about the Partnership and Innovation Accelerator Pilot Grant Program, you may contact Brittany Sullivan at 848-932-0219 or brittany.sullivan2@rutgers.edu.