



September 9, 2009

CO-Pilot Application Additional Instructions

APPLICATIONS **DUE 2 October 2009** (but they can be accepted any time via email to Sarah.Stallings@UCDenver.edu)

ENC: Additional Instructions; Relevant Sections from CO-Pilot RFA; Example Budget Template (this is a very basic budget template for those who have never prepared one – your budget does not need to look like this, but should contain the same information); Example NIH Biosketch; Instructions for combining multiple pdf docs into a single pdf doc using Acrobat

The **CO-Pilot RFA has instructions** for your CO-Pilot application. Below are some additional instructions for your submission. When in doubt, please consider NIH guidelines as your standard.

- 1) **Page limit = 4 pages (including specific aims, background & preliminary work, and experimental design & methods). The 4 page limit does NOT include: references, budget & justification, biosketches, or any support letters. No Appendices are allowed, EXCEPT mini-sabbatical departmental support letters and other relevant support letters.**
- 2) **Submit all of your application documents combined into one document in pdf.** This may entail converting Word documents to pdf and using Adobe Acrobat (not Reader) to Combine the files.
- 3) Please use **Arial 11 pt font and 0.5” margins**
- 4) We are creating an online application submission form, but it hasn't been tested yet. When it is ready, we'll inform you. If your application is ready before the online process is ready, you can email your application directly to sarah.stallings@ucdenver.edu
- 5) (instructions from RFA)
 - a. summarize the project's overall aims (~ ½ page: a clear, concise summary of the hypothesis to be tested and its relevance to clinical or translational research, broadly defined)
 - b. provide relevant background information and any preliminary data (~ 1 page)
 - c. describe the experimental design & methods (~ 2 pages: a clear description of proposed tests, procedures, subject population, etc. in sufficient detail to allow adequate evaluation of your approach. Include a projected time-line. **Include details of the relative involvement of mentors and the applicant** in Mentored Science Award applications or **details of different collaborators' expected roles** in applications involving collaboration.
 - d. describe CCTSI Resources to be used. (~ ½ page: describe how this proposal will use CCTSI resources).

- 6) (instructions from RFA) Additional information in support of your application:
 - a. Budget & budget justification: List the budget by categories. Limit to one year budget. For justification, justify items by categories. **No investigator salary or tuition support** is permitted. Describe any other support for this project.
 - b. NIH-style biosketch for Principal Investigator and Co-investigators (or Mentors, where appropriate)
 - c. **ONLY IF NECESSARY FOR YOUR APPLICATION:** Letter demonstrating Institutional support of the sabbatical.
 - d. (optional) Letters of Support
- 7) Successful recipients of CCTSI pilot grant awards must obtain all required institutional approvals (IRB, IACUC, IBC, CTRC-SARC, etc.) before access to funds will be provided. Appropriate documentation of the required approval(s) must be provided to the CCTSI Administrative Offices. Recipients will have 6 months after notification of award to secure all required approvals and initiate their projects. Extension of time for this process may be requested in writing and will be reviewed by the director of the representative program. Recipients will have 12 months from the date that funds are released to complete their pilot project. A no-cost extension may be requested in writing and will be reviewed by the director of the representative program. A final summary of the project's impact must be submitted within 30 days of project completion.



From the RFA: Contents of the CO-Pilot Program Application

1.	CO-Pilot Letter of Intent (see attached and on-line form)
2.	Goals, objectives or aims of your project. (suggested 1/2 page); Provide a clear, concise summary of the hypothesis to be tested. What clinical or translational research areas will this apply to?
3.	Background and Preliminary Work for the proposal. (suggested 1 page)
4.	Experimental Design and Methods (suggested 2 pages) Clearly describe the overall plan for methods development and addressing each Aim. Describe proposed tests, procedures, subject population and ages in sufficient detail to allow adequate evaluation of your approach. Include a projected time-line. Include details of the relative involvement of mentors and the applicant in Mentored Pilot Award applications and/or details of different collaborators' expected roles.
5.	Use of CCTSI Resources. (suggested 1/2 page) Describe how this proposal will use resources of the CCTSI (see website http://cctsi.ucdenver.edu for description of CCTSI resources).
6.	References Cited (not included in 4 page limit)
7.	Budget. a. List the budget by categories. Limit to one year budget. b. Justification: Justify items by categories. No investigator salary or tuition support is permitted. c. Other support for this project should be described
8.	Include an NIH biosketch for key personnel on the project.
9.	For Mini-sabbatical applications only: Letter demonstrating Institutional support of the sabbatical.

IV Review Criteria

Peer review panels, convened by Dr. Natalie Ahn and Dr. Mark Geraci, will be responsible for award decisions. Reviewers with appropriate expertise will evaluate eligible applications. All decisions will be final. Short informative critiques indicating reviewers' assessment of the application's strengths and weaknesses will be provided. Factors to be considered are:

- **Scientific merit**
- **Cross-disciplinary or collaborative focus**
- **Significance to the CCTSI mission-** Will the results further our understanding / diagnosis / or treatment of human diseases? Making use of CCTSI resources is encouraged and will be taken into account in review (A list of CCTSI resources is attached. See also: CCTSI website.)
- **Investigator integration** - Have the investigators made use of new collaborations? Are attempts made to integrate basic and translational researchers in discovery translation?
- Special consideration will be given to applications that show bioengineering translational research, applications from underrepresented minorities and women, and applications representing a new research direction to increase the PI's clinical or translational expertise and/or to broaden an investigator's research program in clinical and translational areas.



Sample Budget Template

Principal Investigator Name:		
Equipment (Itemize)		
Supplies (Itemize)		
Patient Care Costs (Itemize by category)	Inpatient	
	Outpatient	
Technician, PRA, etc. salary (Describe) (NO investigator salary or tuition allowed)		
Animal Costs (Itemize)		
Assay or Lab Costs (Itemize)		

Justify costs by category (equipment, supplies, etc)



You can download a biosketch template here:
<http://grants1.nih.gov/grants/funding/phs398/phs398.html>

Program Director/Principal Investigator (Last, First, Middle):

BIOGRAPHICAL SKETCH

Provide the following information for the key personnel and other significant contributors in the order listed on Form Page 2.

Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME		POSITION TITLE	
eRA COMMONS USER NAME (credential, e.g., agency login)			
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

NOTE: The Biographical Sketch may not exceed four pages.

- A. Positions and Honors.** List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee
- B. Selected peer-reviewed publications (in chronological order).** Do not include publications submitted or in preparation. For publicly available citations, URLs or PMC submission identification numbers may accompany the full reference; copies of publicly available publications are not accepted as appendix material
- C. Research Support.** List selected ongoing or completed (during the last three years) research projects (federal and non-federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and your role (e.g. PI, Co-Investigator, Consultant) in the research project. Do not list award amounts or percent effort in projects.

Instructions for combining multiple pdf documents into a single pdf document:

Things You'll Need: * Adobe Acrobat * (or a colleague's computer with Adobe Acrobat)

Step 1

You begin by opening the first file as a .pdf. (If a file is a Word document...convert it to a .pdf). You'll then see the opening Adobe Acrobat window.

Click on the green plus sign on the menu bar to Combine Files.

The Combine Files window opens.

Step 2

Click on Add Files and select the files you want to combine

Step 3

When you have added all of the desired files, click Next.

The Combine Files window changes to one giving you two file merge options and it lists your files selected for the combination file to be created.

Make your Merge selection from the choices given, and then...

Step 4 Click Create and when it finishes, save your file wherever you want.

You're done!