

**Kansas NIH Center of Biomedical Research Excellence (COBRE)
Center for Cancer Experimental Therapeutics (CCET)
1P30RR030926**



<http://ccet.cobre.ku.edu/>

**COBRE CCET Pilot Project Competition
Submission Guidelines for Spring 2013**

Deadlines

- **Jan. 31, 2013:** Letter of Intent with nomination of a COBRE Mentor and list of five expert reviewers (required)
- **Feb. 28, 2013:** Proposal Submission
- **June 1, 2013:** Earliest Award Date

Please read and follow all instructions!

OVERVIEW: This COBRE grant promotes and support two cores, Medicinal Chemistry and High Throughput Screening, and in each year will also support Pilot Project research awards that utilize one or both of the core facilities.

PURPOSE: COBRE Pilot Project Awards are grants that stimulate competitive extramural research funding for tenure-track or tenured faculty members. **Up to two (2) awards of up to \$62,500 direct costs per year for two years (24 months) will be awarded, depending on reviews and the availability of funds.** The awards are to be used to generate or strengthen existing preliminary data to increase the competitiveness of NIH R01 applications.

ELIGIBILITY: Tenure-track or tenured faculty at KU, KUMC, KSU, and WSU are eligible. For questions regarding your eligibility, contact Dr. Richard Himes at himes@ku.edu, or Dr. Barbara Timmermann at btimmer@ku.edu.

AREAS OF RESEARCH FOR FUNDING: Proposed research must be related to cancer. The relevance of the proposed research to cancer should be stated and justified clearly in the proposal and be reflected in the title of the Pilot Project grant application. Joint applications from several investigators are highly encouraged. All applications MUST utilize one or both of the COBRE core facilities (Medicinal Chemistry <http://medchem.cobre.ku.edu/> or High Throughput Screening <http://www.hts.ku.edu/>). Please contact core directors for guidance with your application and provide a letter of agreement in your proposal from the director, with project costs, in the event your research is funded.

APPLICATION GUIDELINES:

PART 1: A LETTER of INTENT should be **emailed** to the Kansas COBRE Director at btimmer@ku.edu and cc'd to alrork@ku.edu **no later than January 31, 2013**. Please include:

- Title of the research proposal (which indicates the relevance to cancer research)
- Core laboratory to be utilized in the proposal
- A scientific abstract of the proposal
- Nominated Pilot Project mentor's name, affiliation and position, and contact information (See Part 2: D)
- List of five expert reviewers (according to the following guidelines)

1) Provide the name, title or position, and complete contact information (including postal and email addresses, telephone number and, if available, website URL) of five experts in the field of the application.

2) Recommended reviewers should have had recent NIH funding and not be employed by Kansas universities. State the relationship, if any, of the expert to the applicant. **Do not use the names of assistant professors or junior faculty, former mentors, collaborators, graduate and postdoctoral colleagues, former professors, NIH employees, personal friends or anyone who might have or appear to have a conflict of interest. Reviewers must be based in the US.** We prefer experts with appointments in academia rather than industrial experts, who are often not familiar with the NIH grant application process and the NIH peer review system. Please do not suggest persons who are currently serving on NIH study sections or IRGs.

PART 2: PROPOSAL. Four copies (1 original + 3 copies) and a CD, containing one PDF file of the completed proposal package, should be submitted to the Kansas COBRE Director no later than 5:00pm on Thursday, February 28, 2013.

The proposal package should be assembled in the following order:

A) Cover Letter: A cover letter should be addressed to Dr. Timmermann and must explain briefly how the applicant meets the eligibility criteria outlined above. Indicate plans for interaction with one or both of the COBRE CCET Core Labs on the KU-Lawrence campus; also mention any prior consultation with the Core Lab directors. This is NOT the face page of your PHS 398 proposal – keep it with your proposal as noted in section G.

B) Letter from your Departmental Chairperson: A letter of support from your departmental chairperson should state the following:

- research space and any special facilities provided;
- evidence of departmental support for attainment of research competitiveness, such as departmental mentoring.

C) LAY Abstract: Include a **LAY** abstract (250 words or less) of your proposal that explains the cancer-relatedness of the project to an educated layperson. **This is not the same as the scientific NIH-style abstract in the proposal!** These abstracts will be used to inform the general public, university administrators and legislators about the COBRE Pilot Project Awards. Also provide a project title that indicates the relevance of the proposal to cancer.

D) Mentor Letter of Support: (Full Professors need not nominate a mentor). Include a letter from the applicant's proposed mentor, accepting the nomination and indicating willingness to fulfill the obligations as described below. The mentor is typically a senior faculty member who is an experienced NIH-funded investigator with expertise in the area of research that is proposed. Mentors should be from K-State, KU-Lawrence, KU-Medical Center or Wichita State, but do not need to be from the investigator's home institution.

Role and obligations of the mentors: *The mentor is expected to help the faculty member with the submission of the Pilot Project grant proposal, meet monthly with the COBRE investigator, provide advice on science and career related issues, attend the bi-monthly COBRE meetings on the Lawrence campus and other COBRE-sponsored events, and serve as a liaison to the COBRE Director. The mentor is also asked to assist with future NIH grant submissions and other grant submissions, and serve as a general career Mentor. The Pilot Project mentor and the departmental chairperson (or designated departmental representative) will obtain copies of the grant proposal reviews, discuss them with the investigator, and advise the investigator on strategies to prepare a strong, independent NIH proposal.*

E) Core Laboratory Agreement: Include a letter of agreement from the director of each core laboratory to be used in the Pilot Project research, with projected costs.

F) NIH Review and Response (if applicable): If the science proposed in the application has been submitted to the NIH and funding was declined, include the complete NIH review (including the names of the members of the study section). Discuss how a revised application will be changed in response to the critique. State when the proposal will be re-submitted to the NIH.

G) Research Proposal (use NIH PHS 398 forms (ver06/09) (<http://grants2.nih.gov/grants/forms.htm#training>)). The maximum length of the research portion of the proposal on PHS 398 forms (specific aims, research strategy, etc.) is **10 pages**, excluding references. Include NIH biosketches of all significant collaborators. Please supply Other Support. Information including a listing of all current research support from all sources. For each source listed, please provide the following information: Name of funding source, title of project, project start/end dates, and amount of direct costs available (or available to you if a multi-PI grant), and percent effort. If you are a junior faculty member, please include the

following details of your startup package in this list: Amount initially provided, current unspent balance, and expiration date or other restrictions if any. Limit attachments/appendices, such as reprints, to a maximum of two items.

- **The NIH PHS 398 face page must be signed by your institution's grant proposal office.**
- **Please include a preliminary budget** in the PHS 398 portion of your proposal. If your proposal is selected, we will request a revised budget for the amount awarded. For your reference and planning, the annual budget limit is \$62,500 (direct costs). Budget items allowed are generally those allowed under NIH R01 research project grant budgets. No equipment costing more than \$5,000 will be funded under this program.
- **F&A is allowed at the KU-Lawrence awarded rate of 47%**
- When budgeting for use of the service labs, please include the total estimated amount. Then subtract 50% and note that this amount would be paid by the service lab core of the COBRE (subject to adjustment at notice of award).
- **Please keep the PHS 398 research proposal portion of your application intact and in the order described by the NIH guidelines. If you have questions, please ask!**

SUBMISSION OF PROPOSAL:

- Make **four complete packages (the original + three copies)**, and **use binder clips** (no staples) to secure each package.
- Include **one CD with a single PDF file** of your complete proposal package.
- **The set of four packages + CD must be received in our office no later than 5:00pm on Thursday, Feb. 28, 2013.**
- **Please inquire ahead of time if you need directions to the office. Please allow extra time for delivery irregularities or inclement weather.**
- **Late entries will not be considered. An emailed application without the physical copies will not be accepted.**

POST SUBMISSION:

Selection of Pilot Project Awards: Following very specific NIH COBRE guidelines, proposals will be selected for funding by the COBRE External Advisory Board (for a list of the members of the external advisory board, please visit our web site). Selection by the COBRE External Advisory Board will be based on email reviews by experts and on its own evaluation of the submitted materials. NIH/NIGMS must approve funding of the proposals selected by the COBRE External Advisory Board before an award can be made.

Terms (if selected for funding):

- A progress report will be due each year of the award (preparation information will be provided).
- Investigators who become a PI of an R01 proposal will no longer receive COBRE funding if the Pilot Project is essentially the same as the R01. If the Pilot Project is completely different from the R01 grant, COBRE funding will be continued. In addition, funding for the same research on a Kansas IDeA grant or other Kansas COBRE program is not allowed.

Send (USPS or FedEx) or hand deliver to:

Dr. Barbara Timmermann, COBRE Director
c/o Amy Rork, COBRE Program Assistant
Malott Hall, Room 4004B

Department of Medicinal Chemistry (this must be included in the address)
University of Kansas
1251 Wescoe Hall Drive
Lawrence, KS 66045-7582

Contact Information:

Tel:(785) 864-4505
Fax:(785)-864-5836

btimmer@ku.edu or alrork@ku.edu
Office Hours – M-Th 8am to 5pm