September 18, 2019

Request for Applications for Pilot Grants

The CNAP COBRE center in the Department of Psychological Sciences at Kansas State University is soliciting applications for 1-year pilot projects that will begin on June 1, 2020. The pilot grants are for $25,000 in direct costs plus F&A at the approved institutional rate.

Eligible applicants must be junior investigators who hold a faculty appointment (or equivalent at a research institute) at an eligible institution of higher-education within the State of Kansas at the time that the award is made. Proposed pilot grants must be of direct relevance to the CNAP mission. Further details can be found at www.k-state.edu/cnap

Applicants should download a copy of the application instructions and program specifications from the CNAP funding opportunities web page: https://www.k-state.edu/cnap/funding

The application should use current versions of relevant NIH PHS forms. The required forms are noted in the Pilot Grant Instructions document and are available from the NIH web site.

An information session will be held on Monday, October 7 2019 from 3:30-5:00 PM in Bluemont 449. Potential pilot grant applicants may also attend via zoom: https://ksu.zoom.us/j/579325926. A recording of the session will be subsequently posted on the CNAP web site.

Applicants are encouraged to submit a letter of intent by 5 PM (CST) on January 31, 2020. This is highly recommended to ensure that your grant can be reviewed in a timely manner.

Applications should be submitted by the applicant’s research office and are due by 5 PM (CST) on February 28, 2020.

All submissions should be directed to the CNAP center email address: cnap@ksu.edu

Please direct any inquiries to the CNAP Program Director, Dr. Kimberly Kirkpatrick: kirkpatr@ksu.edu
CNAP Pilot Grant Program Description

**Overall Description.** The pilot grant program will provide funds to support projects with an anticipated budget of $25,000 in direct costs plus institutional F&A costs at the current approved rate.

**Specific Aims.** The pilot grant program will expand our range of specific projects that CNAP supports to: (1) capitalize on new core facility capabilities; (2) establish new collaborations; (3) develop stronger interdisciplinary and cross-institutional connections; (4) provide additional expertise for the cross-cutting themes; and (5) utilize resources available through the SEN. Pilot grants are expected to result in extramural grant submissions and have good prospects for publications, conference presentations, and other relevant research products.

**Investigator Eligibility.** The pilot grant project leader must be a junior investigator. The junior investigator is defined as (1) an individual who does not have and has not previously had an external, peer-reviewed RPG or Program Project Grant (PPG) from either a Federal or non-Federal source that names that investigator as the PD/PI or (2) an established investigator who is making a significant change to his/her career. With respect to item (1), grants that name an individual as a co-investigator, collaborator, consultant, or to a position other than PD/PI or PD/PI on research grants that allow multiple PD(s)/PIs, do not disqualify that investigator. Academic Research Enhancement Award (AREA) grants, exploratory/pilot project grants (such as NIH R03 and R21 awards), mentored career development awards (such as NIH K01 and K08 awards), or other Federal or non-Federal funding whose purpose is to provide preliminary support in anticipation of a RPG or PPG also do not disqualify the investigator. The intent of this program is to support and develop promising investigators whose early career support consists of awards geared toward initiating their intended area of research. Each pilot project lead should indicate in his/her other support their current and previous history of peer-reviewed research support. With respect to item (2) above, support may be provided to an established investigator who is making a significant change to his/her career goals by initiating a new line of research that is distinctly and significantly different from his/her current investigative program. However, the program favors funding individuals who meet eligibility criterion 1, consistent with the core program objectives.

A junior investigator must hold a faculty appointment (or equivalent at a research institute) at an eligible institution of higher-education within the State of Kansas at the time that the award is made. Investigators who are on leave (e.g., sabbatical) may be eligibility to participate, but should consult with Dr. Kirkpatrick (kirkpatr@ksu.edu) prior to applying. Postdoctoral fellows or other positions that do not carry independent faculty status at the applicant institution will disqualify that individual and his/her pilot grant project from further consideration and will not be reviewed. Individuals must be conducting or planning to conduct research in an area related to the CNAP center theme of cognitive and neural plasticity. Eligible individuals must have strong potential to obtain extramural funding evidenced by a strong research track record.

**Mentor Qualifications.** All pilot grants are mentored and mentors must be approved by the PI/PD (Dr. Kirkpatrick) prior to initiation of funding. Mentors are eligible to receive compensation for their time through central COBRE funds. Each pilot grant should be supported by at least one mentor who has expertise in the relevant field, has a strong research track record, and experience in reviewing and/or managing grants. The external mentor should provide specific scientific expertise to support the project development and development of extramural grant applications. The pilot grants should include one or more mentors and funds are included in the Administrative Core budget for compensation of mentors’ time. In the case of multiple mentors, the mentors will share the budgeted consulting fees for that project.

**Implementation Plan.** We plan to select up to six pilot grants for one year of funding. The performance period for this round is 6/1/20-5/31/21. Proposals should be relevant to the overarching CNAP theme and with a scope of a small research grant. Applications will be reviewed following NIH review guidelines for regular R grants with the additional criterion of selection for fit to the CNAP center mission. The External Advisory Committee (EAC) will conduct a secondary review of the applications and the reviewer
comments and make the final recommendation for funding consideration (approve, revise and resubmit, or disapprove). Progress will be assessed by the EAC during the January and June evaluation meetings.

Successful pilot grants should show clear potential to: (1) advance the CNAP program mission of conducting cutting-edge research on cognitive and/or neural plasticity; (2) capitalize on CNAP core facilities; (3) meet NIH requirements for significance and innovation; and (4) obtain extramural funding. Project grants must be approved by NIGMS prior to their initiation.

**Milestones.** Each funded pilot grant will have its own milestones based on the pilot grant timeline. In addition, all pilot grants will be assessed based on the following program milestones: (1) deliver at least one conference presentation supported by pilot grant funding; (2) submit at least one manuscript based on pilot grant results; and (3) submit at least one grant proposal to an extramural funding agency. Applicants should submit plans for achieving these milestones as a part of the Research Strategy. Pilot grantees will be asked to report on the milestones and outcomes of their pilot grants in subsequent years following funding to capture outcomes that occur following the grant period. The program milestones will be evaluated by the EAC in January and June annually to examine success rates in manuscript submissions, publications, grant proposal submissions and successful procurement of extramural grants.

**Metrics of Success.** Success of the program will be gauged through: (1) the number of national/international conference presentations based on the pilot grant; (2) the number and quality (e.g., impact factors) of peer-reviewed publications based on the pilot grant; (3) the number of submissions of RPGs; and (4) the percentile ranks of RPGs.

**Anticipated Outcomes.** We anticipate funding up to 6 one-year pilot grants each year in COBRE grant Years 2 through 5. The pilot grants will grow CNAP membership, enhance synergy along the cross-cutting themes, and develop interdisciplinary connections with other departments and universities. The program will result in new collaborative projects, increased use of core facilities, increased participation in the SEN, and the formation of new lines of research. The increased use of facilities through the pilot grants will promote the success and impact of the research cores, resulting in significant infrastructure growth at KSU. The pilot grants will also be a means of supporting innovative new lines of research and of providing the foundation for these projects to transform into viable applications for extramural funding. In addition, the pilot grant holders will be considered as potential candidates for future primary projects, contingent on performance in the pilot grant program and on the development of viable primary project proposals. The program will increase the overall intellectual impact and national reputation of CNAP through increased research productivity in the form of conference presentations and publications, increased grant submissions, and ultimately increased extramural funding.

**Pilot Grantee Rights and Responsibilities.** Pilot grantees will have full access to all COBRE-supported research cores and COBRE-supported programs. They will have the use of the mentoring system to facilitate career development and CNAP central funds will cover consulting fees for the pilot grant mentor(s). The potential pilot grantees are expected to participate in the CNAP weekly brown bag whenever possible from their time of initial enrollment in the program. Successful grantees will be expected to continue their participation in the weekly brown bag whenever possible during the time course of the award. They should also attend and participate in CNAP business and evaluation meetings when required.

Successful pilot grantees will provide progress reports through the Piestar evaluation system when requested, and will submit any additional data (e.g., survey responses) if requested through the course of the grant year. Pilot grantees will continue to provide reporting on conference presentations, publications, grant submissions/awards, scientific highlights (e.g., media coverage) of their work, and other project outcomes following completion of their awards. Successful pilot grantees should cite CNAP support in all products (e.g., presentations, publications, media coverage) that used COBRE project funds and/or research cores: “This project was supported by a grant from the National Institute of General Medical Science GM113109 of the National Institutes of Health.”

The Program Director reserves the right to remove pilot grant funding and/or pilot grant mentors if recommended by the EAC and approved by the NIGMS in the event of poor performance or failure to comply with funding agency requirements. COBRE funds are to be used to support pilot grantees to develop independent, extramurally supported grant funding of *direct relevance to the project* that was approved for funding by the NIGMS and should not be used to support other projects. Any unspent funds
at the end of the grant year will revert to the CNAP center. If the pilot grantee receives other funding for research that overlaps with the pilot grant prior to the end of the performance period, any remaining pilot grant funds will revert to the CNAP center. Pilot grantees may not simultaneously hold any other IDeA program funding such as other COBRE or INBRE pilot grant or project funding during the pilot grant performance period.
Instructions for Submitting CNAP Pilot Grant Proposals

The application package will consist of the following documents compiled into a single pdf in the following order:

- **PHS 398 Face page** – use PHS 398 Face Page 1 form. The performance period should be 6/1/20-5/31/21.
- **Project Summary/Abstract** – provide a general project summary and relevance statement – please use PHS 398 Face Page 2 form. Make sure to list the mentors as “Other Significant Contributors” on the second page of this form.
- **Specific Aims (1 page)** – discuss your overarching project goals
- **Research Strategy (3 pages)** – Research strategy document should include the following:
  - *Innovation and Significance* of the project
  - *Research Approach* to achieve the specific aims of the project including research design and procedural information. Make sure to discuss anticipated outcomes of the proposed research.
  - *Scientific Premise* – general strengths and weaknesses of prior research that the application is based on and how you will address any identified weaknesses.
  - *Scientific Rigor* – discuss efforts to ensure robust and unbiased experimental design, methodology, analysis, interpretation and reporting of results.
  - *Project Timeline*
  - *Achievement of Pilot Grant Milestones* – See Pilot Grant Program description for more details on the program milestones. Pilot grant applicants should include specific plans for submitting conference abstracts, publications, and grants.
- **Bibliography (no page limit)** – include a reference list for all cited sources in the application.
- **Other support for the applicant** – use the other support form page to report any completed, current, or pending support. Make sure to note any overlap with the pilot project and plans for dealing with overlap.
- **Biosketches (5 pages)** are required for the applicant and mentor(s). Use the current NIH biosketch form: [https://grants.nih.gov/grants/forms/biosketch.htm](https://grants.nih.gov/grants/forms/biosketch.htm)
- **Detailed budget and justification (no page limits)** – use the NIH PHS detailed budget form (PHS Form Page 4). Grantees should aim for $25,000 in direct costs. Budgets are for one year only. Please provide a budget justification for each item in the spreadsheet. The budgets may cover equipment, salaries (plus relevant benefits), supplies, animal care costs, human participant payments, other research costs, and travel costs.
- **PHS Forms E (G500 human subjects form and relevant attachments) Human Subjects and Clinical Trials and IRB approval letter (if applicable; no page limits)** – make sure to include all relevant attachments in the compiled pdf form as well as the IRB approval letter*
- **Vertebrate animals and IACUC approval letter (if applicable; no page limits)** – Vertebrate Animals Section, IACUC approval letter*

*It is recommended that the title of the IRB/IACUC application in the approval letter should match the title of the pilot grant. This will make it easy for NIGMS to evaluate the IRB approval as relevant to the application.

Applicants should use at least 11 point Arial, Georgia, Helvetica, or Palatino Linotype, at least 1/2 in margins, and no more than six lines per vertical inch line spacing for all documents.
External Advisory Committee (EAC) and NIGMS approval is required for all pilot grants.

**Year 4 Pilot Program Timeline:**

Monday October 7, 2019 (Bluemont 449, 3:30-5:00 PM) – project and pilot grant information meeting (zoom link: [https://ksu.zoom.us/j/579325926](https://ksu.zoom.us/j/579325926). I will post a recording on www.k-state.edu/cnap web site after the meeting)

January 31, 2020 (5 PM central) – submit letter of intent with pilot grant title, abstract (500 words max), and proposed project grant mentor’s/mentors’ names, email addresses, and brief description of qualifications. The letter should also include the names of 3-5 recommended reviewers along with their institution, email address, and a brief description of their relevant research interests.

February 28, 2020 (5 PM central) – submit all above pilot grant materials as a single compiled pdf file with items arranged in the above order

April 10, 2020 – scientific review completed, grants sent to EAC for review

May 1, 2020 – pilot grant decisions sent to NIGMS for approval

June 1, 2020 – pilot grant awards begin

Note that the timeline for reviews is aspirational as reviewers may take longer to complete their assignments, and the time frame for NIGMS approval may take longer than planned. We will do our best to keep as close to the timeline as possible.

*It is possible that some grantees may be asked to revise and re-submit their grants. In these cases, we will construct a new timeline in consultation with the applicant.*

NOTE: All materials should be submitted through the applicant’s pre-award services/research office at their host institution. The face page should be signed by the applicant organization’s signing official. Materials should be submitted as a single package via email to: cnap@ksu.edu

**Helpful links:**


PHS 398 forms and instructions: [https://grants.nih.gov/grants/funding/phs398/phs398.html](https://grants.nih.gov/grants/funding/phs398/phs398.html)


Rigor and Reproducibility: [https://grants.nih.gov/reproducibility/index.htm](https://grants.nih.gov/reproducibility/index.htm)

NIH biosketch form: [https://grants.nih.gov/grants/forms/biosketch.htm](https://grants.nih.gov/grants/forms/biosketch.htm)


Preparing the vertebrate animals section: [https://grants.nih.gov/grants/olaw/VASfactsheet.pdf](https://grants.nih.gov/grants/olaw/VASfactsheet.pdf)