Research Project Support Pilot Mechanism
APPLICATION GUIDELINES

Objective
The University of New Mexico Comprehensive Cancer Center (UNMCCC) competitively awards pilot grants to UNMCCC members to develop and/or advance cancer-relevant research projects across the full spectrum of research areas (basic, translational, pre-clinical/clinical, and population-focused research). The intention of these pilot awards is to enable UNMCCC members to develop preliminary data necessary for the submission of cancer-relevant external funding applications to the NCI, other NIH institutions, or other peer-reviewed funding sponsors. Priority will be given to projects which promote inter- and/or intra-programmatic collaborations and/or have the potential to lead to translation of our science to the clinic or population. Applicants should include a plan and timeline for submitting an extramural grant application that will be based upon data generated with the support of the pilot grant.

Eligibility
All UNMCCC members in good standing are eligible to apply. In addition to Cancer Center members, all UNM-associated faculty, as well as faculty at our collaborating institutions (LRRI, Sandia and Los Alamos National Laboratories) and community partners can also apply but must also apply for cancer center membership. If interested in Cancer Center membership, please send an e-mail to UNMCC-PilotProgram@salud.unm.edu for more information on how to apply.

Key Dates
Calls for applications are released twice annually and will be sent to all UNMCCC members.

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<th>Key Dates</th>
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<td>Application Due Date</td>
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<td>Estimated Award Announcements</td>
<td>August</td>
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<td>Estimated Earliest Start Date</td>
<td>September</td>
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Terms of Funding & Allowable Costs
Research project funding awards will be for a one-year period. The budget should be reflective of the individual project’s needs up to a maximum budget of $100,000 (direct costs only). Budgets larger than $100,000 may be requested with justification but should be discussed with Dr. Alan
Tomkinson and/or Dr. Cheryl Willman prior to development of a full application. Funding is available for salaries and fringe benefits of post-doctoral fellows, students, technicians, and other non-faculty project personnel costs. Laboratory supplies and other related research non-personnel expenses are appropriate. Funds cannot be used for faculty salary support, the purchase of large equipment, travel to scientific meetings (local research travel is allowed), office furniture and equipment, and/or computers.

Depending upon review and the project, funds may be distributed in smaller amounts with the meeting of specific metrics required before additional funds are released. Requests for a second year of funding (either with or without additional funds) will be considered based upon progress during the initial funding period and availability of funds. Expenditures may begin at any time after the official start date, but generally all funds should be expended within one year of receipt. Extensions will only be granted under extraordinary circumstances. Successful applicants are required to submit a 1-2 page 6-month progress report as well as a 2-3 page final report within 30-days of completing the project and must provide updates to the UNMCCC as requested about any publications and/or grants resulting from the pilot grant support for up to 5 years from the pilot project end date. The number of awards will depend on quality of applications and the availability of funds.

Application Components & Submission Process

Proposals should be submitted electronically with all of the components listed below in one PDF to UNMCC-PilotProgram@salud.unm.edu by 5:00pm MST on the due date. A complete application includes the following components:

1. **Face Page** (2 pages). Complete the application’s face page (see template Application Face Page) and be sure to include a 100 to 150 word research abstract typed in 11-point Arial font.

2. **Project Proposal** (3-page limit). Provide an outline of the proposed research project that will be supported by the award, including details on the team members and what each brings to the project. Include a section on the planned external peer-reviewed grant submission(s), outlining the mechanism and planned submission date. Literature cited may be included and does not count in the 3-page limit.

3. **Budget and Budget Justification**. The application must include a detailed budget and budget justification using the PHS 398 form pages.

4. **Biographical Sketches** (new NIH format). Provide bio-sketches in NIH specific format for the PI and other key members of the project. Modified personal statements are not necessary for this application.

* Proposals involving human subjects and/or animals must have approval from the School of Medicine HRRC and IACUC prior to funding.
Application Review Process
The applications will be reviewed by an ad hoc committee composed of UNMCCC Senior Leaders, Program Leaders, and UNM Faculty with appropriate expertise to evaluate the research project. The review criteria will be:

(i) scientific merit using NIH categories, significance, impact, research plan, and track record of applicant(s).
(ii) Cancer relevance
(iii) Alignment of the proposed research with the overall goals of the UNMCCC and its research programs
(iv) Potential for success in securing future peer-reviewed funding for the project.

The review committee will make recommendations for funding to the Cancer Center Director.

Award Management & Change in Status of Awardee
All funds must be spent within the 12 month project period; unused funds will be returned to the Cancer Center. If an award is terminated for non-compliance or lack of progress, remaining balances will be returned to the Cancer Center. Award of additional requested funds is contingent upon receipt of progress reports and approval by Cancer Center Senior Leadership. Awards are not transferable and will be terminated once an awardee notifies the institution that they are leaving.

Expectations of Award Recipients
Recipients of these awards are expected to actively participate in UNMCCC activities such as seminars, research program and clinical working group meetings, and relevant retreats. All correspondence, such as required progress reports requested updates should be sent to UNMCC-PilotProgram@salud.unm.edu.

Additionally, recipients are expected to appropriately acknowledge the pilot funding. All material derived from the research supported by UNMCCC funding that is published or presented must carry a statement that credits the Cancer Center Support Grant P30CA118100 and Shared Resources, where appropriate. Additionally, all publications that result from these awards must abide by the NIH Public Access Policy and obtain a valid PMCID. Publications that cite the Cancer Center Support Grant funding will be included in progress reports to NCI.

Any questions about this pilot grant program should be directed to Alan Tomkinson, Associate Director, Basic Research (atomkinson@salud.unm.edu).