Shared Resources Program Pilot Grant Award Program
APPLICATION GUIDELINES

Objective
The primary purpose of this pilot grant award mechanism is to provide funds for the use of UNM Comprehensive Cancer Center Shared Resources to promote cancer-relevant projects that are related to the goals of the Cancer Center Research Programs and Tumor Focused Clinical Working Groups. It is also intended to support the acquisition of preliminary data that will lead to external grant funding and published work. Awards will be made to projects that will use of the UNM Cancer Center Shared Resources listed below.

- Analytical & Translational Genomics
- Animal Models
- Behavioral Measurement & Population Sciences
- Bioinformatics & High-Dimensional Data Analysis
- Biostatistics
- Flow Cytometry & High Throughput Screening
- Fluorescence Microscopy & Cell Imaging
- Human Tissue Repository & Tissue Analysis

Eligibility
All members of the UNM Comprehensive Cancer Center are eligible to apply.

Term of Funding
These awards are intended to provide funding for use of UNMCCC Shared Resources on innovative projects. Use of funds must occur within 1 year of awarding. Expenditures may begin at any time after the official start date but all funds must be expended within one year of receipt.

Successful applicants must produce a 1-2 page final report within 30-days of completing the project.

Awards may be up to $10,000 each. The number of projects awarded will depend on quality of applications and the availability of funds.

Key Dates

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Application Due Date</th>
<th>Estimated Award Announcements</th>
<th>Estimated Earliest Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle 1</td>
<td>July</td>
<td>August</td>
<td>September</td>
</tr>
<tr>
<td>Cycle 2</td>
<td>October</td>
<td>November</td>
<td>December</td>
</tr>
<tr>
<td>Cycle 3</td>
<td>February</td>
<td>March</td>
<td>April</td>
</tr>
<tr>
<td>Cycle 4</td>
<td>May</td>
<td>June</td>
<td>July</td>
</tr>
</tbody>
</table>

*Specific dates will be available when RFAs for current fiscal year are released.

Allowable Costs
The award(s) may only be used to purchase services from one or more of the UNMCCC Shared Resources listed above.
Format
Proposals should be submitted in one PDF file and include the following items:

Application Components
1. Application 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 abstract typed in 11-point Arial font.
2. Narrative (2-page limit). The research project narrative must include the following content: (1) Hypothesis (2) Specific Aims (3) Background and Significance (4) Research Plan, (5) Proposed Shared Resource Usage, and (6) Plan for Future Grant Application(s) Using Data Garnered from Shared Resource Use.
3. Human Subject or Vertebrate Animals (if applicable) – Half page each (*see below)
4. Literature Cited (No page limit).
5. Biographical Sketches (new NIH format) Provide complete bio-sketches in NIH specific format for Investigator. A modified personal statement is not required for this application.

* Proposals involving human subjects must have approval from the School of Medicine HRRC prior to funding.

* Proposals utilizing laboratory animals must submit a completed Laboratory Animal Utilization form prior to funding.

Application Process
1. Proposals should be submitted electronically in one PDF by 5PM on the due date to UNMCC-PilotProgram@salud.unm.edu. Late applications will not be accepted but additional calls may be issued if there are insufficient applications for the first call.

2. Application narratives should not exceed 2 single-spaced, typewritten pages. Note that the face page, references, biographical sketches, and budgets are not included in this page limit. Additional supportive attachments are allowed, but they must be pertinent (i.e. protocols, IRB/IACUC approvals, letters of support, etc…).
   - Complete the face page in the template provided (Application Face Page).
   - The required font for the proposal is 11-point Arial.
   - Margins must be at least 0.50 inches wide on all four sides of each page.
   - Attach biographical sketches (new NIH format) for all key research personnel.
   - If available, please attach copies of the IRB approval and approved protocols for the project. All applicants are encouraged to submit IRB applications at the same time as the funding application due the potentially long time-line for IRB approval. Funds will not be released without IRB approval.

3. Incomplete proposals or those that exceed the page limits (not including attachments) will not be considered.

4. The applications will be reviewed by UNMCCC Senior Leadership and invited content-expert members as needed.
**Application Review Process**
Proposals for the Shared Resource Usage Awards will be reviewed by UNMCCC Senior Leadership and selected ad hoc reviewers. All applications will be reviewed for specific scientific merit and for their appropriateness in meeting the scientific aims of the UNMCCC.

The following criteria will be considered in the review process:

1. Scientific merit
2. Technical soundness
3. Innovation
4. Potential for translation of research to the clinic or population
5. Transdisciplinary interaction
6. Potential for reducing cancer incidence and mortality
7. Collaborative interactions with other UNMCC members
8. Appropriateness of the proposed budget and potential for future NCI grant funding
9. Relevance to the UNMCCC catchment area (NM)

Each reviewer will assign a score of 1 (exceptional) to 9 (poor) for each of the standard NIH criteria, considering all of the above criteria.

**Selection of Awardees**
The UNMCCC Senior Leadership will make the final selections. Proposals with the best (i.e., lowest) mean priority scores will be considered for funding. Proposed budgets will be scrutinized and may be reduced at the discretion of the Senior Leadership. The maximum award is $10,000 for one year.

Applicants will be notified of award status upon senior leadership approval.

**Award Management**
All awardees will be required to submit, within 30-days of its expiration, a Research Grant Report (brief progress report). Awardees must update this information upon request from CC administration. *All funds must be spent within the 12 month period*; unused funds will be returned to the central Cancer Center budget for redistribution during the next budget cycle. If Senior Leadership terminates an award for non-compliance or non-performance, remaining balances will be returned to the central Cancer Center budget for redistribution within the next award cycle.

**Change In Status Of Awardee**
Awards must remain solely with the designated awardee and cannot be transferred to any other personnel. If a recipient decides to discontinue his or her work in the Cancer Center, the award will be terminated as described above, and unused funds will be returned to the UNMCCC. Likewise, if an investigator awardee changes institutions during the funding period, the award cannot be transferred and the remaining balance will be returned to the central UNMCCC budget.

**Expectations of Award Recipients**
Recipients of these awards are expected to actively participate in UNMCCC activities such as seminars, meetings, and retreats. All correspondence should be sent to UNMCC-PilotProgram@salud.unm.edu including:

- All required progress reports and all additional requests for updates for the Cancer Center Senior Leadership, and/or Administration.
- A financial accounting of project funds.
Annual reports for up to 5 years of funding and publications (with PMCID numbers) resulting from the award.

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. Publications resulting from this award fall under the NIH Public Access Policy and must 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 Dr. Alan Tomkinson ATomkinson@salud.unm.edu