PATHWAY TO THE PAYLINE
Application Guidelines

HAROLD HAMM DIABETES CENTER
THE UNIVERSITY OF OKLAHOMA sm

Objective

The primary objective of the HHDC Pathway to the Payline Grant program is to increase competitiveness for national extramural funding for basic, clinical/translational, or behavioral and community-engaged research in diabetes or its major complications by providing financial resources for a limited duration to members who are either (a) transitioning between extramural grants, or (b) need to address scientific issues raised in peer review critiques of submitted grant applications for resubmission.

Eligibility

Members only are eligible to apply if they meet one of the following criteria:

Principal Investigators who have submitted NIH R01 applications that were reviewed (either scored or unscored), but not funded, within the past 18 months to national funding agencies whose review process includes peer review (e.g., NIH, NSF). Principal Investigators who received an unscored grant from a national funding agency are eligible so long as the peer-reviewed critique of the grant application conveys a reasonable expectation that a revised application will be competitive for funding.

Award Information and Deadlines

Pathway to the Payline Grants are offered once per year during the Fall Award Period. The maximum award amount is $75,000. Please refer to the award schedule available at http://haroldhamm.org/members for application deadlines.

Application Materials

A completed application consists of the following combined into (1) one single PDF file for submission:

1. Routing form specific to the applicant's institution (available at http://haroldhamm.org/members) as follows:
   a. OUHSC: Please use the "OUHSC Routing Form"
   b. All other campuses/institutions (OU-Norman, OU-Tulsa, OMRF, OSU, and others): Please use the "General Routing Form"
2. Pathway to the Payline Funding Grant Application Form
3. Biographical Sketch (follow current NIH format). Biographical sketches for other key personnel should be included as appendices.
4. Budget. There is no required budget format. The Budget format is at the discretion of the applicant.
5. Budget Justification (not to exceed two pages)
6. Response to Funding Agency Critique (not to exceed 4 pages) summarizing each critique separately, and describing how the original application will be revised to respond to each critique and make the application more competitive. In each response, please include how preliminary data obtained from HHDC funding will address the critique.
7. Research Plan (not to exceed four pages). Please do not repeat detailed sections of the original application, but rather explain how the current protocol will differ from that in the original application and allow you to address the critiques.
8. Critique of the original application received from the funding agency.
9. Original Application. Submit a copy of the original application for which the critique was prepared. If a revised application already has been prepared for submission to the national funding agency, submit the revised application rather than the original, highlighting changes in the text of the Research Plan (e.g., by bolding, underlining, change in type face, or similar).

10. For applications not yet submitted, provide a timeline as to when a revised application is anticipated to be submitted. For revised applications already submitted, provide a timeline as to when the study section and advisory council meet and anticipated date funding would start if application was successful (not to exceed one page).
11. List of additional sources of funding received or pledged to the project. If no other funding has been secured, please provide a narrative describing all other efforts to obtain funding for the project, such as professional society awards, OUHSC VPR/PHF Bridge Funding Program, internal department requests, and similar. If no other potential funding sources exist for your project, please explain (not to exceed one page).
12. Any additional information relevant to your application may be included as appendices as deemed relevant by the applicant. Review of any appendices will be at the discretion of the Membership Awards Committee, and review of Appendices is not guaranteed. Thus, please seek to include all relevant information to your application in the above materials.

Application Materials Format
There is no required format for application materials (i.e. margins, font, font size, and similar). This is at the discretion of the applicant.

Evaluation Procedure
Applications will be scored for scientific merit using NIH Study Section Guidelines. Scientific Priority scores ranging from 1.0 (highest priority) to 9.0 (lowest priority) will be assigned to the following criteria:
- The degree to which the proposed work responds to the agency critique.
- The degree to which the proposed work will make a reapplication to the national funding agency more competitive.
- The impact of the project on the overall diabetes research enterprise coordinated through HHDC.

Award Conditions
- The maximum project period is 12 months. The start date of the project will be the date specified in the award notification letter, and expenditures can be made as of the date of the award notification letter.
- No cost extensions may be considered in extenuating circumstances by the request of the applicant. Please refer to the "No Cost Extension Request Guidelines and Instructions" document available at
  https://haroldhamm.org/ForMedicalProfessionals/Membership/Forms.aspx
- All required institutional approvals and protocols must be obtained before funding will be released. Applicants need not seek approval prior to submitting their application, and are asked to seek approval only if their project is funded. If the project is funded, Awardees should seek Just-In-Time (JIT) approvals for all required protocols.
- Funds may be used for direct costs only. Indirect costs are not allowable.
- All purchases, financial transactions, and similar related to use of the awarded funds will be coordinated by the awardee's institution/college/department/section according to applicable policies and procedures. It is the responsibility of the awardee's department to ensure adherence to all applicable institutional policies, including but not limited to purchasing policies, research compliance, and similar.
- Expenditures in excess of the award amount or expenditures not allowed by university or similar policy will not be reimbursed and are the sole responsibility of the awardee's department.

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- Questions regarding allowable expenditures in advance of budget preparation, or if application is funded, should be directed to Lance Leonard in HHDC Administration at lance-leonard@ouhsc.edu or (405) 271-2824 prior to any financial transactions or commitments.
- Regardless of funding start date, quarterly reports of expenditures for periods ending 3/31, 6/30, 9/30, and 12/31 should be submitted within 30 days of the end of each quarter by the budget contact indicated on the application form. Please submit and direct any questions to Lance Leonard in HHDC Administration at lance-leonard@ouhsc.edu or (405) 271-2824. If no transactions were made in any given quarter, please notify Lance Leonard. Upon receipt of each report of expenditures, HHDC will provide reimbursement for all allowable expenses.
- The awardee's budget contact designated on their application is required to notify Lance Leonard in advance of any reports of expenditures that cannot be made available by the deadlines listed above, or any reports of expenditures that will not be available within 90 days after the end of the program or project implementation period. Otherwise, reimbursement may be denied.
- Awardees may reallocate their budget as their project progresses to ensure the best use of funds for obtaining the stated goals of the project. Awardees must submit 1) the new budget, highlighting or clearly indicating changes from the original budget, and 2) a new budget justification for the changes only. Please submit to hhdcmembership@ouhsc.edu. Awardee will be notified within 10 business days if the new budget is accepted.
- Awardees must include the following statement on any manuscripts, presentations, or similar publication related to the project or its results throughout its duration: "This work supported in part by an award from Harold Hamm Diabetes Center at the University of Oklahoma." Posters or similarly appropriate materials must include the Harold Hamm Diabetes Center logo, which can be provided upon request to hhdcmembership@ouhsc.edu.
- Awardees will be required to present the progress and/or final results of their project at the annual HHDC Research Symposium when appropriate based on the progress and nature of their project.
- Awardees must provide a progress report to HHDC Administration within 30 days of their resubmission to the external funding agency, as well as a status report within 14 days following notification from the external funding agencies. If resubmission is not feasible as planned, Awardee must provide a report containing a detailed explanation. Status reports or other information may be requested periodically.
- Failure to comply with award conditions, including using funds for unapproved purposes or outside the spirit of the award, will render members ineligible to apply for any future HHDC funding.

Submission Instructions

Your completed application should be submitted as a single PDF file (i.e. you should submit only one (1) file as your application.)

A completed application consists of 1) the appropriate routing form indicated below specific to your campus/institution as a cover page to your application, and 2) all items listed in "Application Materials" above.

OUHSC: Complete "OUHSC Routing Form," combine it as the cover page to all application materials into a single PDF file and e-mail to hhdcmembership@ouhsc.edu by the specified deadline. You will be notified you when your submission has been accepted.

All other campuses/institutions (OU-Norman, OU-Tulsa, OMRF, OSU, and others): Please follow your institution's research administration procedures for review, approval, and submission of externally funded awards, including completion of necessary forms specific to your institution. Complete the "General Routing Form" (including certification from an official in your institution's research administration), combine it as the cover page to all application materials into a single PDF file and e-mail to hhdcmembership@ouhsc.edu by the specified deadline. You will be notified you when your submission has been accepted.

Questions

For questions regarding awards or application guidelines, please e-mail hhdcmembership@ouhsc.edu or contact Katie Hoefling in HHDC Administration at (405) 271-2824.