

TEAM SCIENCE AWARD

Application Guidelines



Objective

The primary objective of the HHDC Team Science award program is to provide funds to foster innovative, collaborative research in the field of diabetes or its major complications. The proposal must focus on the collaborative relationship, such that the scientific objectives could not be achieved without the efforts of at least two investigators and their respective expertise and/or disciplines. The proposal must consist of two or more investigators who can develop a broadly based, multidisciplinary research program focused on clinically relevant basic, translational, behavioral, or community-based diabetes research. The combination and integration of studies may include basic, clinical, community-based and/or translational research endeavors. The proposal should focus on developing collaborative relationships and co-authored papers required for submission of multi-PI grants, program project grants, center grants, or other large collaborative-type grants. This funding mechanism provides support for one year. Successful applicants will be encouraged to apply for a PHF Team Science grant if additional years of support are needed to further the development of a competitive national Multi-PI grant application.

This funding opportunity is intended to:

- Promote team-based, collaborative scientific interactions among investigators
- Support translation of novel basic/pre-clinical observations or the translation, dissemination, and implementation of clinical observations to community settings
- Foster engagement of interdisciplinary teams including, but not limited to, collaboration between basic scientists, clinical scientists and basic scientists, clinical scientists and applied scientists such as engineers or environmental scientists, or between clinical scientists and community-based practitioners or population health researchers
- Support collaborative interactions among investigators leading to co-authored papers
- Result in the submission of a team-type grant application

Eligibility

Each proposal submitted must consist of two or more investigators with a single investigator identified as the Contact PI/Team Leader. The PI of the application must be a Member of the HHDC; the co-investigators (Multi-PI) do not have to be members at the time of application but if successful are required to become Members or Associate Members of the HHDC during the tenure of the grant.

Award Application Deadlines and Details

Please visit <http://haroldhamm.org/members> for application deadlines and forms. The maximum award amount is \$100,000.

Application Procedure

A completed application consists of the items listed below, combined into one (1) single .pdf file for submission.

1. Routing form specific to the applicant's institution (available at haroldhamm.org/membership under "Forms and Materials") as follows:
 - a. OUHSC: Please use the "OUHSC Routing Form" (available at <http://haroldhamm.org/members>)

- b. All other campuses/institutions (OU-Norman, OU-Tulsa, OMRF, OSU, and others):
Please use the “General Routing Form” (available at <http://haroldhamm.org/members>)

2. Team Science face page
3. Budget. There is no required budget format. The budget format is at the discretion of the applicant.
4. Budget Justification (not to exceed two (2) pages)
5. Biographical Sketch for Contact PI/Team Leader and each investigator (use current NIH format)
6. Research Plan (3-page limit)
The Research Plan should propose a single integrated program of research addressing a significant scientific question with a single set of specific aims sufficient to accomplish a well-defined goal within the one year plan. The Plan should be highly innovative, develop new concepts, address critical issues, and be sufficiently challenging that a single investigator is unlikely to advance the field. Plans are expected to involve two or more investigators who are all necessary to provide sufficient research capacity and the relevant expertise to address the proposed scientific problem.
 - a. Specific Aims/goals
 - b. Background and Significance
 - c. Preliminary Studies
 - d. Research Design and Methods
 - e. References

} 3 page limit for sections a-d

} Section e. References not part of 3 page limit
7. Milestones to be met at end of year one and a brief description of future research plans for this project based on anticipated outcomes (1-page limit).
8. Multi-PI Management Plan (1-page limit).
The management structure should be designed to support the research and foster synergies, especially among multidisciplinary teams, and avoid giving any single individual final authority. Management and decision-making processes should be defined and should allow resources to be allocated and dynamically reallocated as necessary to achieve program goals. The expertise and responsibility of each project team member should be clearly described. Mechanisms for potential conflict resolution should be clearly stated. In addition, a Contact PI/Team Leader needs to be named who is the key contact individual for submitting the proposal and for communications with the Office of the Vice President for Research and the Office of Research Administration.
9. Appendices (if necessary at the discretion of the applicant)

Application Materials Format

Applicants must adhere to stated page limits. 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 Criteria

Applications will be scored for scientific merit using NIH Study Section Guidelines. Priority scores ranging from 1.0 (highest priority) to 9.0 (lowest priority) will be assigned to the following criteria:

- Concept feasibility and merit
- Soundness of the approach
- Likelihood of leading to an ongoing project, if applicable, or likelihood of achieving the stated goals of the project by the end of the project period

- Degree to which the project will contribute to the overall diabetes environment and mission of Harold Hamm Diabetes Center
- Strength of the research team. Are the contributions of each team member clearly defined, significant, non-overlapping, and essential to the successful development of the project?

Award Conditions

- The maximum project period is 12 months with a maximum award amount of \$100,000. The start date of the project period will be the date of receipt of the award notification letter. Once all required forms and protocols detailed in the award have been approved and submitted, expenditures can be made.
- No-cost extensions may be considered in extenuating circumstances by the request of the applicant not later than 30 days prior to the end of the project period. Please refer to the “No-Cost Extension Request Guidelines and Instructions” document available at <https://haroldhamm.org/ForMedicalProfessionals/Membership/Forms.aspx> under “Forms and Materials.”
- Any required institutional approvals and protocols must be obtained before funding will be released. Applicants should 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.
- Please direct any questions regarding allowable expenditures in advance of budget preparation, or if application is funded, prior to any financial transactions or commitments to Lance Leonard in HHDC Administration at lance-leonard@ouhsc.edu or (405) 271-2824. Funds may not be requested for the following:
 - Salaries and fringe benefits for the awardee(s) are not allowable. Salaries and fringe benefits are allowable for other faculty or personnel for their percent effort on the project, but should be limited given the dollar amount of the award
 - Clerical support, including office supplies, except those carefully justified as specifically required for research purposes
 - Office equipment or furniture, laboratory furniture, or therapeutic equipment
 - Alterations and renovations
 - Hospital per diem charges
 - Purchase of books, periodicals or library services
 - Foreign travel
 - Laboratory equipment costing over \$5,000, except those carefully justified as specifically required for research purposes, though, given the dollar amount of the award, applicant should consider taking advantage of the HHDC Equipment Grant award program.
- Awardees may request approval to reallocate their budget as the implementation of their project progresses to ensure the best use of funds to achieve the stated goals of the project. To do so, 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 approved.
- 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 their policies and procedures.

- Please direct any questions regarding allowable expenditures in advance of budget preparation, or if application is funded, prior to any financial transactions or commitments to Lance Leonard in HHDC Administration at lance-leonard@ouhsc.edu or (405) 271-2824.
- Regardless of the project 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.
- 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.
- Awardees must include the following statement on any publicity, manuscripts, presentations, or similar publications related to the project or its results: "This work supported in part by a Dream Concept Award from Harold Hamm Diabetes Center at the University of Oklahoma."
- Awardees may be asked to present on their project at the annual HHDC Research Symposium, Diabetes Care SUMMIT, HHDC monthly conferences, or similar forum.
- Awardees must provide a final progress report to HHDC Administration within 60 days of project completion, including outcomes of the project, and, if applicable, future plans and direction resulting from the project implementation.
- Awardees must attend the Annual Harold Hamm Diabetes Center Retreat/Symposium.
- 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, please e-mail hhdcmembership@ouhsc.edu or contact Katie Hoefling in HHDC Administration at (405) 271-2824.

HAROLD HAMM DIABETES CENTER

TEAM SCIENCE GRANT

APPLICATION FACE PAGE

Contact PI/Team Leader: _____

Faculty Rank: _____

Institution/College/Department: _____

Campus Address: _____ Phone: _____

Email: _____

Provide Following for Each Investigator on Project

Investigator: _____

Faculty Rank: _____

Institution/College/Department: _____

Campus Address: _____ Phone: _____

Email: _____

Repeat for each investigator