

**HAROLD HAMM DIABETES CENTER (HHDC)  
&  
PRESBYTERIAN HEALTH FOUNDATION (PHF)**

**HHDC/PHF BRIDGE GRANT PROGRAM  
GUIDELINES AND APPLICATION FORM**

**APPLICATION DEADLINE: APRIL 19, 2019**

Applicants will be notified whether the application has been forwarded to HHDC and PHF for consideration for funding by May 10, 2019.

The start date for approved proposals for the HHDC/PHF Bridge Grant Program will be by July 1, 2019.

## HHDC/PHF BRIDGE GRANT PROGRAM GUIDELINES AND APPLICATION FORM - REVISED

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### I. OBJECTIVES

The primary objective of the PHF Bridge Grant program is to provide funding to enhance OUHSC faculty competitiveness for extramural funding in the area of diabetes research. The program relies on the rigorous peer review process conducted by external agencies to identify potentially meritorious research applications that warrant support. HHDC/PHF Bridge Grant funding is specifically for those OUHSC faculty members who have **submitted applications to extramural funding agencies, such as NIH, DoD, PCORI, or ARHQ, that have been reviewed and scored, but not funded.** HHDC/PHF Bridge Grant support provides a mechanism through which investigators can address scientific issues raised in peer review critiques, generate essential preliminary data, and submit more competitive revised applications. In addition, this program provides bridge funding to maintain essential laboratory functions for eligible investigators during the lengthy review process for applications.

### II. SUPPORT

Applicants may request support of up to \$75,000 for one year.

### III. ELIGIBILITY

- A. OUHSC Principal Investigators who have submitted an extramural application in the area of diabetes research that was scored, but not funded, within the past **18 months and is requesting over \$750,000 in total direct costs and over \$200,000 in total facilities and administration (F&A) costs** are eligible. **In addition, the application must have received a review which ranks applications and provides critiques.** Investigators who have submitted a revised application that fits the above criteria that was previously scored and are waiting for the review process to occur are also encouraged to apply.
- B. All investigators are encouraged to apply; however, priority will be given to investigators with no more than two funded large extramural grants.
- C. Principal investigators on multi-principal investigator grants are eligible to apply for this program. Please see special requirements in Application Procedure for multi-principal investigator grants.
- D. Principal investigators with Temporary Faculty appointments (faculty with academic titles such as instructor, lecturer, or titles modified by prefixes such as visiting, adjunct, clinical, or temporary research appointments with suffix “of Research”) must obtain approval from the Vice President for Research before submitting an application for this program. Approval will require a letter from their Department Chairperson indicating a departmental commitment of salary, research space, and time for development of an independent career at OUHSC. Requests should be sent to [ORA4PHF@ouhsc.edu](mailto:ORA4PHF@ouhsc.edu).
- E. Applications previously submitted in response to one-time RFAs are not eligible, unless such applications can appropriately be revised and resubmitted as regular, unsolicited investigator-initiated applications. Principal investigators under this category must obtain approval of the Vice President for Research before submission of a HHDC/PHF Bridge Grant application. Requests should be sent to [ORA4PHF@ouhsc.edu](mailto:ORA4PHF@ouhsc.edu).

- F. HHDC/PHF Bridge Grant applicants may not apply for or hold a PHF Bridge Grant, a PHF Clinician Scientist Development Grant, a HHDC/PHF or PHF Seed Grant, or a PHF New Investigator Seed Grant during the duration of this award.

#### IV. APPLICATION PROCEDURE

- A. A complete application consists of the following (see Application Form at end of Guidelines):
1. Face Page
  2. Budget
  3. Budget Justification: carefully justify budget needed to respond to the agency critique or to maintain essential laboratory functions pending national agency funding decisions
  4. PI Biographical Sketch (use current NIH format, **include current funded projects**). Biographical sketches for other key personnel should be included in the Appendix.
  5. Scored Summary Statement
  6. For Multi-PI Grants Only (One page maximum)
    - a. Provide the total direct costs for your portion of the multi-PI grant
    - b. Outline your role in the project and describe how the funds will address the critiques specific to your portion of the research plan and how they will integrate with other investigators
  7. Scored application
    - a. For scored applications not yet resubmitted, provide the complete scored application
    - b. For scored applications already resubmitted, provide the complete resubmitted application
  8. Timeline (1-page limit)
    - a. For scored applications not yet resubmitted, provide a timeline as to when a revised application is anticipated to be submitted.
    - b. For scored applications already resubmitted, provide a timeline as to when the study section and advisory council meet and anticipated date funding would start if application was successful.
  9. Appendix - Biographical sketch for other key personnel; if the PI has a Temporary Faculty appointment, include the letter from the Department Chairperson and approval from the Vice President for Research to submit an application.
- B. Font and margin specifications  
Font and margin specifications must be followed. The approved font options include two serif fonts (Palatino and Georgia) and two sans serif fonts (Arial and Helvetica). Font must be 11 points or larger. Use at least one-half inch margins (top, bottom, left, and right).
- C. Routing of the sponsored programs grants routing form
1. At least three days prior to submission of the grant application, you must submit an electronic routing form using SOONERTRACKGRANTS (<http://soonertrack.ouhsc.edu/SoonerTrackGrants.aspx>). A copy of the application must also be sent to [HSCORA@ouhsc.edu](mailto:HSCORA@ouhsc.edu) for review by your Sponsored Program Administrator. Once the review is complete, the Face Page of the HHDC/PHF Seed Grant application must be signed by the ORA Official before the PI submits the final application.
  2. **This program follows a Just-In-Time application process; therefore, approval of Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety Committee and Institutional Biosafety Committee, where applicable, are not needed unless the application is being considered for funding by HHDC and PHF.** Applicants should only submit this information when it is requested by the Office of the Vice President for Research. All protocols must be approved by the relevant review committees before funds are awarded.

- D. Submission of final application
1. Send the final application by e-mail to [ORA4PHF@ouhsc.edu](mailto:ORA4PHF@ouhsc.edu) no later than 5 pm, Friday, April 19, 2019. Please title the application attached to the e-mail: HHDC/PHF-Bridge Grant-[PI Name]. **Please submit the application as a single file in pdf format.**
  2. Failure to follow these steps could cause your application to be overlooked and not reviewed by the Review Committee.

## V. PROGRAM RESTRICTIONS

- A. The maximum project period is 12 months.
- B. The maximum budget request is \$75,000 for direct costs only. Each budget item should be carefully justified as necessary to respond to the agency critique or to maintain essential laboratory functions pending national agency funding decisions. Domestic travel is allowed (Domestic travel includes travel within and between any of the 50 states of the United States and its possessions and territories and also travel between the United States and Canada and within Canada).
- C. Funds may not be requested for the following:
1. Faculty salaries and fringe benefits.
  2. Clerical support, including office supplies, except those carefully justified as specifically required for research purposes.
  3. Office equipment or furniture, laboratory furniture, or therapeutic equipment.
  4. Alterations and renovations.
  5. Hospital per diem charges.
  6. Purchase of books, periodicals, or library services.
  7. Foreign travel (any travel outside of Canada and the United States and its territories and possessions).
  8. Laboratory equipment costing over \$5,000.
- D. Salary and fringe benefits may be requested for the following individuals: research staff, students, postdoctoral research fellows, residents, fellows, and faculty with Temporary Faculty appointments who are not PIs or key personnel on the grant.
- E. Any unspent funds must be returned to PHF upon extramural funding of the grant proposal.
- F. No-cost extensions are not allowed, except in extenuating circumstances and must be approved by the Vice President for Research or designee. Re-budget requests must be submitted on the PHF Budget Modification Request Form and approved by the Vice President for Research or designee. Any significant change in the budget (e.g., deviation of expenditures in a single category, increase or decrease by 15% or more of the total amount awarded) will require approval from HHDC and PHF.

## VI. REVIEW CRITERIA

Applications will be reviewed based upon the Percentile Score provided on the Summary Statement or the Overall Rating provided in the Peer Review Summary Statement, relationship to diabetes research, and appropriateness of the proposal to the HHDC/PHF Bridge Grant program.

## VII. POST AWARD CONDITIONS

### A. Grant administration

Questions about grant administration (e.g., budget modifications, changes in project personnel, extensions) should be addressed to the Sponsored Program Administrator assigned to the PI (find your SPA: <https://research.ouhsc.edu/Research-Administration/About-ORA/SPA>)

### B. Progress reports:

1. **HHDC/PHF Progress Report** – A progress report is due to the Office of the Vice President for Research within 30 days of project termination. It is the responsibility of the PI to submit the Progress Report. The Office of the Vice President for Research will provide a Progress Report template with detailed descriptions for each section to the PI. The report shall include a summary of research results; concise summary of significant discoveries, outcomes, and progress in layman's terms; funding that has been secured with the help of grant dollars; manuscripts published, submitted, or in preparation; presentations at professional meetings; and any technology development and patents derived from grant funds.
2. Upon request by the Office of the Vice President for Research, the PI will provide periodic updates about funding that has been secured with the help of grant dollars; manuscripts published, submitted, or in preparation; presentations at professional meetings; and any technology development and patents derived from grant funds.

**FAILURE TO COMPLY WITH AWARD CONDITIONS WILL RENDER INVESTIGATORS INELIGIBLE TO APPLY FOR ANY FUTURE HHDC AND PHF FUNDING.**

**FACE PAGE**

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HAROLD HAMM DIABETES CENTER &  
PRESBYTERIAN HEALTH FOUNDATION  
**HHDC/PHF BRIDGE GRANT - APPLICATION**

Principal Investigator: \_\_\_\_\_

Faculty Rank: \_\_\_\_\_

College/Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Title of Submitted Application: \_\_\_\_\_

Date Scored Application was Submitted: \_\_\_\_\_

Percentile Score of NIH Scored Application: \_\_\_\_\_

Overall Rating of DoD Scored Application: \_\_\_\_\_

Score for Other Type of Application: Score: \_\_\_\_\_ Type of Application: \_\_\_\_\_

Budget Request for PHF Bridge Grant Application: \_\_\_\_\_

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PROJECT SUMMARY (layman's terms, no more than 250 words):

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\_\_\_\_\_  
Signature of Principal Investigator

Date: \_\_\_\_\_

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\_\_\_\_\_  
Signature of ORA Official

Date: \_\_\_\_\_

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**BUDGET**

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**PERSONNEL** (For faculty, list % time effort. For non-faculty, list % time effort, salary, fringe benefits, and total):

<u>Name/Position</u>	<u>% Effort</u>	<u>Salary</u>	<u>Fringe Benefits</u>	<u>Total</u>
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**EXPENDABLE SUPPLIES** (List separately items such as biochemicals, glassware, and animal purchases):

**TRAVEL** (Travel will be reimbursed at actual and reasonable expense):

**OTHER COSTS** (include animal per diem and housing costs, if applicable):

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**TOTAL COSTS (Not to exceed \$75,000) \$\_\_\_\_\_**

## **BUDGET JUSTIFICATION**

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(Carefully justify budget needed to respond to the agency critique or to maintain essential laboratory functions pending national agency funding decisions)



**PI - BIOGRAPHICAL SKETCH (Use current NIH format)**

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**SCORED SUMMARY STATEMENT**

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**FOR MULTI-PI GRANTS ONLY (One page maximum)**

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**Provide the total direct costs for your portion of the multi-PI grant**

**Outline your role in the project and describe how the funds will address the critiques specific to your portion of the research plan and how they will integrate with other investigators**

# GRANT APPLICATION

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**TIMELINE (1-Page Limit)**

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## APPENDIX

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