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

HHDC/PHF TEAM SCIENCE GRANT PROGRAM - YEAR ONE GUIDELINES AND APPLICATION FORM

APPLICATION DEADLINE: MARCH 22, 2019

Applicants will be notified whether 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 Team Science Grant Program-Year One will be July 1, 2018.

HHDC/PHF TEAM SCIENCE GRANT PROGRAM - YEAR ONE
GUIDELINES AND APPLICATION FORM

I. OBJECTIVES

The primary objective of this PHF Team Science Grant is to foster innovative, collaborative approaches to diabetes research projects involving multiple investigators. 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, with the majority at OUHSC, who can develop a broadly based, multidisciplinary research program focused on diabetes. 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 (PCORI or AHRQ). The funding for this program can be for up to three years with the 2nd and 3rd year of funding, if funds are available, based on successful achievement of identified milestones, quality of specified milestones to be met during the next year of funding, and submission of a team-type grant application by the end of the 2nd year.

This funding opportunity is intended to:
- Promote team-based, collaborative scientific interactions among investigators in the area of diabetes research
- 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

II. SUPPORT

Applicants may request support of up to $100,000 for the first year. Support for the second and third year of the project at up to $100,000/year will be considered, if funds are available, and the project demonstrates successful achievement of identified milestones, demonstrated development of the team, and significant progress/submission of a team-type grant application.

III. ELIGIBILITY

   A. Each proposal submitted must consist of two or more investigators with a single investigator identified as the Contact PI/Team Leader. The Contact PI/Team Leader must be an OUHSC primary faculty member; adjunct faculty members are not eligible.

   B. At least half of the investigators on the team must be OUHSC primary faculty members. The other investigators may be from other institutions. Projects may subcontract with other institutions or entities (e.g., community partners) if it is a necessary part of the project and it is well justified.

   C. Proposals that include 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 protected time for development of an independent career at OUHSC. Requests should be sent to ORA4PHF@ouhsc.edu. Investigators with Temporary Faculty appointments may not serve as Contact PI/Team Leader for this program.

D. HHDC/PHF Team Science Grant investigators may hold other HHDC or PHF Grants during the duration of this award but may not serve as the Contact PI/Team Leader on more than one HHDC/PHF or PHF Team Science Grant.

IV. APPLICATION PROCEDURE

A. A complete application consists of the following (see Application Form at end of Guidelines):
   1. Face Pages 1-2
   2. Budget (first year)
   3. Budget Justification for first year budget
   4. Biographical Sketch for Contact PI/Team Leader and each investigator (use current NIH format)
   5. Research Plan (3-page limit)
      The Research Plan should propose a single integrated program of research addressing a significant scientific question in the area of diabetes with a single set of specific aims sufficient to accomplish a well-defined goal within a maximum three-year period. The Plan should be written such that it will take the proposed time-period to accomplish the goal. 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   }
      b. Background and Significance   }
      c. Preliminary Studies   } 3 page limit for sections a-d
      d. Research Design and Methods   }
      e. References   } Section e. References not part of 3 page limit
   6. Milestones (2-page limit)
      Provide milestones and research goals to be accomplished by the end of each year of the project. The milestones should be tangible and measurable outcomes that the proposed work is likely to produce. The listed first-year milestones are expected to be met in order to obtain a second-year of funding. While second year and third year milestones may change based upon changes in the project, changes to the listed first-year milestones will require justification to obtain a second year of funding. There should also be a description of how this work will lead to extramural funding and the planned funding program to which this project will be submitted. It is expected that a team-type grant application will be submitted by the end of the second year of PHF funding and this should be incorporated into the milestones. Year three PHF funding is dependent upon the submission of this team-type grant application.
   7. 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. 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.

8. Appendix – If a team member 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 (**The Contact PI/Team Leader is responsible for routing the application**)
1. At least 3 days prior to submission of the grant application, the Contact PI/Team Leader 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 for review by the Contact PI/Team Leader's sponsored program administrator. Once the review is complete, the second Face Page of the PHF Team Science Grant application must be signed by the ORA Official before the PI submits the final application.

2. **This proposal is following 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 relevant review committees before funds are awarded.

D. Submission of final application (**The Contact PI/Team Leader is responsible for submitting the application**)
1. Send the final application by email to ORA4PHF@ouhsc.edu no later than 5 pm, Friday, March 22, 2019. Please title the application attached to the email: HHDC/PHF-Team Science-Year 1-[Contact PI Name]. **Please submit application as a single file in a 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. Requested Funds:
Applicants may request support of up to $100,000 for the first year. Support for the second or third year of the project at up to $100,000/year will be considered, if funds are available, and the progress report demonstrates successful accomplishment of research goals, development of the team, and significant progress towards submission of a team-type grant application. Each budget item should be carefully justified as necessary for the project. 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).

B. 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.

C. 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.

D. 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

A. The committee will evaluate the application for scientific merit according to the following criteria:
- Innovation and Scientific Merit: How is the work novel and how likely is it to open new opportunities for future work in the area of diabetes? What is the potential to advance research or practice in the diabetes field? What is the relevance to clinical and translational research or community-based practice? Are the methods proposed reasonable and likely to succeed?
- Collaboration: It is incumbent upon the applicants to convey the innovative and unique nature of the relationship. How does the proposed collaborative relationship strengthen the proposal? Does the proposal focus on the collaborative relationships, such that the scientific objectives could not be reached without the efforts of the interdisciplinary team members?
- Investigators: Are the applicants qualified to perform the work? Is the management plan for the project clear and well described?
- Milestones: Are the milestones tangible and do they have measurable outcomes? Do the milestones match with the goal and specific aims of the project? Are the milestones substantially rigorous that if met demonstrate the team and project are making substantial progress towards being able to obtain extramural funding? Does the funding requested meet the goal of the project and the proposed milestones?
- External Funding Opportunities: What is the potential for subsequent extramural funding?
- Translational Approach: What is the rationale for the proposed translational interaction?
- Budget: Is budget realistic for the work being proposed?
- Applications that combine basic and clinical scientists/investigators, clinical and applied scientists/investigators, or clinical and community-based or population health practitioners in the proposal will be given special consideration during peer review and at the time of funding consideration.

B. Scoring for scientific merit will use NIH Study Section Guidelines. Scientific Priority scores range from 1.0 (highest priority) to 9.0 (lowest priority).

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 of the Contact PI/Team Leader (find your SPA: https://research.ouhsc.edu/Research-Administration/About-ORA/SPA).

B. Progress reports:

- **HHDC/PHF Year 1 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 Contact PI/Team Leader 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 Contact PI/Team Leader. 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. If the grant is not funded for a second year this will serve as the Final Progress Report.

- The Contact PI/Team Leader will provide periodic updates upon request by the Office of the Vice President for Research on 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.

HAROLD HAMM DIABETES CENTER &

PRESBYTERIAN HEALTH FOUNDATION

HHDC/PHF TEAM SCIENCE GRANT – YEAR ONE

APPLICATION

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

FACE PAGE 2

PROJECT TITLE:

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

Budget Request: $_____

Signature of Contact PI/Team Leader

Date: _____

Signature of ORA Official

Date: _____

BUDGET (First Year)

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

Name/Position	% Effort	Salary	Fringe Benefits	Total

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):

TOTAL COSTS (Not to exceed $100,000) $_____

BUDGET JUSTIFICATION (First Year)

BIOGRAPHICAL SKETCH – CONTACT PI/TEAM LEADER

BIOGRAPHICAL SKETCH – INVESTIGATOR (Provide for each listed investigator)

MILESTONES (2-Page Limit)

APPENDIX