Request for Proposals (RFP): Established Investigator Awards
FOR CLINICAL RESEARCH COLLABORATIVE STUDIES

APPLICATION DEADLINE: AUGUST 16, 2019

INTRODUCTION: The Cottage Health Research Grant Program, supported by the Cottage Health Research Institute (CHRI), promotes and facilitates quality medical research by providing financial and grants preparation support for proposed research projects affiliated with Cottage Health. CHRI plans to support up to $250,000 in new funding in 2019.

PURPOSE: Through this grant program CHRI intends to support the medical and scientific community and equip it with the tools it needs to enhance:

• the latest clinical medical research
• the basic science and principles of emerging technology
• the newest medical instrumentation and commercial pharmaceutical developments

By supporting the biomedical community, we hope to ensure a healthier future through research. A peer review mechanism with emphasis on scientific merit will be used to rate proposals.

ELIGIBILITY REQUIREMENTS:
1. The proposed research must be hypothesis-driven and investigator-initiated
2. One or more PI(s) (Principal Investigator) must be a Cottage Health employee or Medical Staff. A clearly defined role of the Cottage Health employee and their contribution to the project must be included in the proposal narrative.
   a. If you are an internal Cottage applicant, it is highly preferred, though not required, to include a collaborator from an academic institution.
   b. If you are an applicant from an academic institution, then one or more PI(s) must be a Cottage Health employee or Medical Staff.
   c. Applicants from a company are subject to additional eligibility criteria. A co-PI must be a Cottage Health employee or Medical Staff AND one co-PI from an academic institution must also be included in the research team. Proposals from this applicant type are considered investments, not research grants, so subsequently, by submitting this application for a grant under the CHRI grant program, the company acknowledges and agrees to the rights of intellectual property conceived using the CHRI grant funds.
3. Cottage considers grants under the CHRI grant program to be investments. By applying for the CHRI grant, the applicant understands and agrees that any invention that is conceived, created, adapted or reduced to practice by applicant, or its agents, representatives or others supported by the CHRI grant, whether solely or jointly with Cottage Health, during the project term is considered Supported Intellectual Property. In the event that any Supported Intellectual Property is created, Cottage and applicant’s institution agree to negotiate in good faith a separate written agreement concerning the management, protection, and licensing of such Support Intellectual Property.
AWARD PROVISIONS:

- The number of grants and the level of funding will be made at the discretion of the CHRI Research Advisory Committee (RAC).
- The award may be funded in whole or in part.
- The award need not be given every year.
- Funds are for direct costs only and are intended to establish new studies. See Application Guidelines for more details regarding allowable and unallowable expenses.
- The process for data collection, storage and sharing will be agreed upon prior to project start.
- The program gives priority to projects requiring “seed money” for initiating research for which additional funding from other sources will subsequently be sought. Successful proposals will offer the potential for translational development that could lead to high impact, near-term clinical application in disease detection, prevention, diagnosis, staging, or treatment.

RFP TOPICS: Grants awarded in this cycle will be expected to start in January 2020. Special consideration will be given to projects pertaining to:

- Pediatrics
- Trauma
- Precision Medicine
- Neurology /Brain disorders

Proposals not falling under one of these four subjects will still be considered, as funding is available, but not prioritized.

APPLICATION AND MONITORING PROCESS: Prior to submitting an application, submit an email to CHRIgrants@sbcn.org expressing your intent to submit a proposal. You will be provided with the required application forms. Please review the Award Type and Application Guidelines for complete information regarding eligibility, timelines, proposal submission, and review process.

The full grant application deadline is August 16, 2019.

TRAINING, COMPLIANCE AND REGULATORY: Depending on the type of proposal or study, investigators may need to complete the tutorial on human subjects’ protection or receive Research Compliance Approval from one of the below Review Boards. The PI is responsible for obtaining necessary approvals and making arrangements with the committee(s) to send proof of the approval(s) to the Cottage Health Research Institute before the release of funds is granted.

- **Human Subject Research:** Institutional Review Board approval
- **Animal Research:** Institutional Animal Care and Use Committee approval
- **Biohazard Research:** Institutional Biosafety Committee approval

Research teams can utilize Review Boards within Cottage Health or their own institution.

In order to participate in the conduct of human subjects research, all investigators and key research personnel must complete a basic tutorial course and meet the continuing education requirements every three years. Proposed research will not be approved until the basic or continuing education requirements are met.
Established Investigator Award

**PURPOSE:** The purpose of this award is to offer established researchers an opportunity to collaborate on inter-institutional and/or interdisciplinary research projects.

**MAXIMUM TOTAL AWARD:** Up to $50,000 (3 awards are available on an annual basis. The number of this type of award granted per review cycle is up to the discretion of CHRI and the RAC).

**PRINCIPAL INVESTIGATOR (PI) ELIGIBILITY:** Proposals may be submitted by one PI or two co-PIs that each have the specified amount of experience and are employed by Cottage Health or a Santa Barbara or Ventura County academic establishment. **One or more PI(s) must be a Cottage Health employee or Medical Staff.**

**PI RESEARCH EXPERIENCE:** 3 years or more of basic or clinical research experience with represented publications.

**REGULATORY RESPONSIBILITY:** Groups must designate one PI who is responsible for submission of the project to the appropriate regulatory committee(s).

**PROJECT TIMELINE:** 1 year (a 12-month no-cost extension may be requested with justification). Project start date will be determined following CHRI’s receipt of necessary PI training and project compliance documentation.

**REPORTING REQUIREMENTS:** 1) Progress report after first six months, 2) progress report at close of project (1 year from start date), 3) presentation at annual Cottage Health Research Symposium.

**AWARD LIMITATIONS:** PI can only be awarded 1 Established Investigator Award, but can serve as co-PI or mentor on future awards.
Strategic Planning Award

PURPOSE: The purpose of this award is to offer inter-institutional and/or interdisciplinary groups the opportunity to develop a long-term, sustainable plan for further developing an existing research initiative for the purposes of seeking extramural funding for project implementation.

MAXIMUM TOTAL AWARD: Up to $25,000 (2 awards are available on an annual basis. The number of this type of award granted per review cycle is up to the discretion of CHRI and the RAC).

PRINCIPAL INVESTIGATOR (PI) ELIGIBILITY: Proposals may be submitted by one PI or two co-PIs that each have the specified amount of research experience and are employed by Cottage Health or a Santa Barbara or Ventura County academic establishment. One or more PI(s) must be a Cottage Health employee or Medical Staff.

RESEARCH EXPERIENCE: 3 years or more of basic clinical research with represented publications.

REGULATORY RESPONSIBILITY: Groups must designate one PI who is responsible for submission of the project to the appropriate regulatory committee(s).

PROJECT TIMELINE: 1 year (extensions are not permitted)

REPORTING REQUIREMENTS: 1) Progress report after first six months, 2) progress report at close of project (1 year from start date), 3) presentation at annual Cottage Health Research Symposium.

AWARD LIMITATIONS: Investigators can be awarded only one Strategic Planning Award.
COTTAGE HEALTH RESEARCH AWARDS

Application Guidelines

PRIOR TO SUBMITTING AN APPLICATION, submit an email to CHRIgrants@sbch.org expressing your intent to submit a proposal. You will be provided with the required Application Cover Page, budget template and proposal narrative template.

SUBMISSION PROCESS: A complete application includes the following documents:

1. Application Cover Page: must be signed by applicant AND institutional official.
2. Full Research Proposal Narrative: the project description should include background and specific aims, preliminary data (if applicable), experimental design and methods, timeline, relevant figures, and rationale/fit with key criteria, including the potential for clinical impact, statistical analysis and a dissemination plan/endpoint.
3. References
4. Budget and budget justification (as a single file, using template provided by CHRI)
5. CVs or two-page NIH biosketches for PI, co-PIs, as separate files (if applicable)
6. Appendices (Letters of support, and other supporting documents) should be separate files (limit 5).

In one e-mail, submit your complete application to CHRIgrants@sbch.org by 5:00 PM PST of the posted deadline.

FORMAT: Complete grant applications (including #2-4 above) must be no more than 10 pages, single spaced with 0.75 inch margins. Use Arial font and a font size of 11. Figures, charts, and tables may be smaller in font size and should be embedded within the text and readily legible. CVs and Appendices (limit 5) are not included in the page limitations but may not be used as a means to circumvent research page limits. There are no font or page limitations on appendices. All materials must be submitted via Microsoft Word and Microsoft Excel.

REVIEW: Applicants are scored on scientific merit:
- Is the project described in sufficient detail to be clearly understood?
- Can the project be reasonably accomplished in the defined time period?
- Does the proposal define specific goals and how those goals will be achieved?
- Does the proposal define how the completed work will be evaluated?
- Is the proposed project an independent, creative work?

REVIEW PROCESS:

1. The Cottage Health Research Institute will ensure a proposal is complete and all accompanying documents are received before the proposal is sent to the Cottage Health Research Advisory Committee (RAC) for review. CHRI will review application drafts up to TWO times.

2. When CHRI receives a completed proposal, it is sent to two members of the RAC for initial review. After the reviewers have read the proposal and made a funding recommendation, the proposal, with the reviewers’ recommendations, is presented to the entire RAC for review. An approval and funding decision is made based on these two sets of review. An application can be a) accepted; b) require resubmission (with reviewer comments to be addressed); or c) rejected. The entire review process takes approximately 4-6 weeks.

The program gives priority to projects requiring “seed money” for initiating or continuing research for which additional funding from other sources will subsequently be sought. Successful proposals will offer the potential for translational development that could lead to high impact, near-term clinical application in disease detection, prevention, diagnosis, staging, or treatment.
Resubmission process: An introduction is a required component for resubmissions. The introduction must include responses to the issues and comments raised by the reviewers. The introduction must also summarize any substantial additions, deletions or changes to the application. Substantial scientific changes must be marked in the text of the application by bracketing, indenting, or change of typography. Do not underline or shade the changes. The applicant has one month to respond to the concerns of the Research Advisory Committee.

BUDGET GUIDELINES: The budget must be submitted on the template provided. Please contact the Finance Team at CHRIgrants@sbch.org prior to the proposal submission deadline to discuss your budget and related line items. All budget items require justification and/or detailed rationale.

ADDITIONAL ITEM OF NOTE: The transfer of project funds to another project is prohibited.

RELEASE OF FUNDS: The start date of the research depends on the execution of the award agreement plus the regulatory approval(s) required for your study. The approvals must be submitted to the Cottage Health Research Institute within 60 days of receipt of complete application. Once these steps are complete, the funds can be released (through invoice submission) and you may start your research. The CHRI Finance Team will assist you with account set up & invoice and payment schedules.

PROJECT EXTENSIONS: Time and funding extensions are not permitted with Strategic Planning Awards. A one-time, one year no cost extension (with justification) may be requested for an Established Investigator Award, or named awards.

QUESTIONS: Please contact the Cottage Health Research Institute at CHRIgrants@sbch.org or call 805-324-9260 for additional information or to request the Application Cover Page, budget template, and proposal narrative template.

ALLOWABLE EXPENSES
PERSONNEL
- Salary for non-exempt Cottage employees (including biostatistics, coordinator, database development and data extraction assistance)
- Equipment Technician*
- Undergraduate/graduate students ($10,000 maximum)+

EQUIPMENT/SUPPLIES ($5,000 Maximum)^^
- Research Supplies
- Animal Maintenance

TRAVEL ($1,500 Maximum)
- Meeting/Conference presentation for trainees /mentees

OTHER
- Research participant expenses
- Publication costs^ (Not to exceed $1,000)
- Special fees (pathology, photography, UCSB recharge rate etc.)

NON-PERMITTED EXPENSES
- Indirect costs
- Salary support of PI, co-PIs, residents/fellows, post-doctoral fellows, or staff*
- Secretarial/administrative personnel
- Tuition, room and board, fringe benefits for students
- Professional development fees
- Honoraria/travel expenses for visiting lecturers
- Per diem charges for hospital beds
- Construction and building maintenance
- Major alterations
- Purchasing and binding of periodicals and books
- Office and laboratory furniture, equipment and supplies
- Rental of office and laboratory space
- Recruiting and relocation expenses
- Scientific society dues and membership fees

*Staff scientists/project engineers with expertise in specific facilities and with equipment are allowable as equipment technicians. Proof of expertise may be requested.
^Special approval will be needed for the use of the grant dollars for open access fees, and an additional condition, for the approval, will be that the article is accepted in a peer-reviewed open access journal.
^^All purchased IT equipment will become property of CHRI upon completion of the grant; other equipment purchase requests will be reviewed on a case by case basis.
+Proof of gap in summer salary required.