



Florida Academic Cancer Center Alliance
(FACCA)

Research Development Program

2018 Guidelines

Submission Deadlines:

Letter of Intent (required): November 19, 2018

Full Application: December 14, 2018

Award Announcements: March 1, 2019

Project Start Date: April 1, 2019

Purpose:

The Florida Academic Cancer Center Alliance (FACCA) invites investigators to apply for pilot funding for collaborative projects. Projects must involve Co-Principal Investigators from at least 2 of the 3 Florida Cancer Centers (Moffitt Cancer Center, UF Health Cancer Center, and Sylvester Comprehensive Cancer Center). These pilots should ultimately result in collaborative extramural grant applications/awards and/or clinical research studies. Projects are specifically encouraged in pediatric cancer, or pediatric-related cancer.

Award Details & Criteria:

Faculty members are limited to **only one application submission as Co-Principal Investigator** per cycle. However, faculty members may be listed as co-investigators and collaborators on additional applications.

Budgets are \$50,000/collaborating center per project. Thus, a collaborative project with two centers will be funded in total for \$100,000, or for all three centers at \$150,000. Awards will be made for a term of twelve months, during which time all funds should be expended. This opportunity is open to all Faculty ranks (Assistant, Associate, or full Professor, or Assistant, Associate, or Senior Member.)

Competing Renewal: If you are submitting your project as a competing renewal, please submit an additional one-page document describing the progress made during the past funding period. List peer reviewed publications and grants obtained or pending as a result of the support from FACCA. This page should precede the main project.

Review Process:

All applications will be reviewed and scored by a Special Emphasis Panel with appropriate scientific and clinical expertise from each of the three cancer centers. The Center Directors will review the evaluations and scores and make final funding decisions.

Projects will be reviewed on the strength of their scientific merit, impact on cancer in the state, innovation, potential to lead to extramural funding, bona fide collaboration in which the co-PIs have a clear and necessary role, and feasibility to be completed within the funding period (as evaluable based on measureable deliverables/milestones).

Letter of Intent Guidelines

For these proposals, a letter of intent is required, but non-binding. A letter of intent that does not result in a full proposal will not penalize either the investigator(s) or institution(s), but will assist with the construction of the special emphasis review panel.

Requirements:

- Participating centers
- Names of project Co-Principal Investigators
- Preliminary list of all key personnel
- Preliminary project title

- Preliminary project abstract

Application Guidelines

Proposal Requirements:

- Face Page and Abstract (NIH format)
- Key Personnel List
- NIH Biosketches to include on-going and pending internal and external support for Co-Principal Investigators and key personnel
- Budget and Budget Justification (NIH format)
- Research Plan (Maximum of **5 pages**)

Specific Application Instructions:

- Use NIH format: Arial 11 point black font, single-spaced with all text showing and 0.5 inch margins (all sides)
- The Principal Investigators' last names should be shown in the header of all application pages

Applications must contain the following to merit review:

Research Plan

Describe collaborative research project relating to cancer. **Maximum 5-page total for Research Plan to include the following:**

- i. **Specific Aims:** List the broad, long-term objectives that this research project is intended to accomplish. Clearly state the hypothesis to be tested. Include deliverables (specific steps and/or outcomes) and milestones (timing) for each of the specific aims.
- ii. **Background and Significance:** Briefly present the background leading to the present research project, critically evaluating existing knowledge, and specifically identify the gaps that the project is intended to fill.
- iii. **Preliminary Data:** Use this section to provide an account of the preliminary studies pertinent to the application that help to establish the experience of the investigators and support the proposed science. If the proposal seeks to obtain the preliminary data necessary for a subsequent application, focus on why those data are necessary (i.e., to demonstrate feasibility, provide parameter estimates to enable study size/power calculations, provide preliminary proof-of-principle, etc.).
- iv. **Research Designs and Methods:** Summarize the study design and experiments that the project will conduct.
- v. **Collaboration Plan:** Briefly describe the role that each Center will play in the project, and how this project could not be done without the involvement of each of the Centers.

- vi. **References:** Complete references to appropriate publications and manuscripts submitted or accepted for publication may be listed at the end of this section. (References are **not** considered in the page limitations.)

TOTAL AMOUNT REQUESTED: \$100,000 or \$150,000 PROJECT PERIOD: 04/1/2019-3/31/2020

Overview of Allowable and Unallowable Costs:

Common Research Expenses	
<p><i>Allowable</i></p> <ul style="list-style-type: none"> • PI and Co-PI salary (required) – effort and salary is required. All effort will be charged at full Institutional Salary (No Salary Cap will be applied). PI effort must be between 1% and 5%. • For all personnel, effort proposed for the project should be reasonable for the scope of the project, • Technical Assistance • Registration fees at scientific meetings • Publication costs, including reprints • Shared resources costs • Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the faculty member • Equipment costing less than \$2,000 (Special justification is necessary for items exceeding this amount and must be included in the proposal budget and justified <u>for specific research purposes</u>) • In special circumstances computer purchases justified for <u>specific scientific purposes</u> may be allowed at the beginning of the award with prior approval. All equipment must be budgeted at <u>the time of the application</u> • Tablets and e-readers for <u>specific scientific purposes</u> and must be justified and budgeted in the application. Data plans, if needed must also be justified. NOTE: Data plan costs for tablets and e-readers are <u>not supported by the Institution</u>. 	<p>Unallowable</p> <ul style="list-style-type: none"> • Facilities and Administrative Costs (F&A) • Cost share (including salary cap) • Secretarial/administrative salaries • Tuition • Travel -Domestic or Foreign • Honoraria and travel expenses for visiting lecturers • Books and periodicals • Membership dues • Office and laboratory furniture • Office equipment and supplies • Most computer purchases • Rental of office or laboratory space • Recruiting and relocation expenses • Non-medical services to patients • Per-diem charges for hospital beds • Construction, renovation, or maintenance of buildings/laboratories

Submission Process:

- i. **Statistical Review of Applications:**
Investigators should seek input by a biostatistician/bioinformatician on design, data management, data analysis, statistical power/parameter estimation.
- ii. **Additional Approvals:**
All proposals with science involving humans or animals must go through the normal institutional approvals (Cancer Center scientific review committee/IRB or IACUC) at the appropriate center(s). **Due to the time it may take to get these approvals,**

applicants must submit the proposal to the appropriate IRB/IACUC as soon as the award notification is received.

Note: It is the investigator's responsibility to notify the appropriate Office of Sponsored Research after IRB/IACUC approval has been received to release funds.

iii. **Application Submission:**

- iv. All PIs should follow their internal pre-award policies and procedures, including institutional and OSR review prior to submission of applications to the FACCA program.
- a. Moffitt Investigators, if you are the submitting PI, submit your proposal through Moffitt OSR using the electronic proposal submission form (ePSF) at least two days prior to the application due date (December 14, 2018). OSR will review and submit your application to the Intramural Programs via email at intramuralprograms@moffitt.org by 4:00 pm EST of the application due date.
 - b. University of Florida Investigators, if you are the submitting PI, submit your application to Moffitt's Office of Sponsored Research at intramuralprograms@moffitt.org as a single PDF file by 4:00 pm EST of the application due date.
 - c. Sylvester Comprehensive Cancer Center Investigators, if you are the submitting PI, submit your application to Moffitt's Office of Sponsored Research at intramuralprograms@moffitt.org as a single PDF file by 4:00 pm EST of the application due date.

Awardee Obligations:

- **Progress Report** - For at least five years following award receipt, awardees will complete a progress report annually. These reports are completed via email, average 2-3 pages, and describe: 1) pilot project progress and results; 2) all publications and funding resulting from the award. Reports should be submitted to Maureen Ahearn in Moffitt Cancer Center Research Administration.
- **Service:** FACCA awardees must present their research progress/results at the Annual FACCA retreat.
- **Acknowledgement of Funding:** Awardees must acknowledge the State of Florida and Florida Academic Cancer Centers Alliance (FACCA) in any publications or presentations by including the statement *"This publication is supported by the State of Florida and the Florida Academic Cancer Center Alliance (FACCA)."*
- **Peer-reviewed proposal submission:** One goal of the pilot study is to submit an extramural grant within eighteen months of the award ending.

- **No-cost extensions:** Funds are to be expended within the approved project period and budget. In rare circumstance, a 2-month no-cost extension may be requested from the appropriate Center Director. These will be considered on a case-by-case basis.