

## INSTRUCTIONS

### 2011 YOUNG CLINICAL SCIENTIST FACULTY AWARD PROPOSALS

If you are invited to submit a full proposal to FAMRI, you will receive a username and password. All of the information that you submitted with your Letter of Intent will be available at this interface: <https://famri-proposals.aibs.org>.

#### **Personnel Information**

You may add or delete personnel; but you must have one institutional official listed. If you change the institution information, a guarantee must be provided from the new institution that it can comply with FAMRI's non-negotiable 3-party grant agreement.

#### **Tobacco Disclosure Statements**

Each individual other than the institutional official must submit a tobacco disclosure form; these may be downloaded from this site and after they are signed, they may be scanned and uploaded.

A tobacco disclosure form is also required from your institution; these forms may also be downloaded from this site and after they are signed, they may be scanned and uploaded.

#### **Proposal Information**

Please fill in all of the fields that are listed under this heading; some will already have information from your Letter of Intent. You may change that information at this time if you wish. Provide in addition to your technical abstract an abstract for the lay community.

#### **Body of proposal**

Please prepare a document that can be uploaded as a PDF file.

This document should include a face page with the following information

#### **A Table of Contents for the following sections:**

##### **1. Research Plan [No more than 12 pages]**

The research plan should be divided into:

Hypothesis and specific aims – indicate the hypothesis that forms the basis for the research and specific aims that you intend to accomplish with this award and the relationship to tobacco smoke.

Background and significance – discuss the scientific knowledge that led to the stated hypothesis and specific aims, why this project is novel, the importance of the proposed research, and its potential relevance if successful.

Preliminary results – it is not expected that the applicant have preliminary results in the proposal, however if results are available they should be described.

Research design and methods – briefly describe the procedures and methodologies that will be used to accomplish the study aims, and discuss how potential pitfalls might be avoided.

Time frame – provide an estimated time for accomplishing key goals. If the proposed work is likely to take longer than three years, indicate the total time frame and overall scope of the project and what you hope to accomplish in the first three years.

**2. For resubmissions only: Response to previous review [No more than 5 pages]**

If you are submitting a proposal that has been reviewed previously, you should respond to the reviewers' comments.

**3. Career Goals and Objectives [No more than 1 page]**

Describe your career goals and objectives with particular emphasis on the relationship to research proposed in this application. Indicate how your past scientific history relates to these goals and objectives and how receiving this award would facilitate achievement of your goals. If your interest in research is a change in direction, please describe what prompted the change. Please comment on your commitment to clinical or translational research.

**4. Training in Clinical and Laboratory Research [No more than 1 page]**

Indicate what research training you have had or plan in the event the award is made. List any courses, indicate when they were taken, and provide a brief description of their content. In particular, FAMRI is interested in course work on study design, clinical trial, biostatistics, bioethics, and other topics that directly impact your ability to conduct high-quality research.

**5. Environment and Resources and Institutional Commitment [No more than 2 pages]**

Specify what general laboratory/office facilities are at your disposal to conduct your research. Indicate what specialized equipment and facilities are required.

**6. Budget and Budget Justification:** Budget forms are available on line. The YCSA/faculty award must not exceed 100,000 per year plus 8.5 % indirect costs for a total of \$108,500 per year. The YCSA/fellow award must not exceed 100,000 per year plus 8.5 % indirect costs for a total of \$108,500 per year. A YCSA grantee must devote a minimum of 75% of professional time to research during the period of this award and at least 50% of the grantee's time should be devoted to the research project described in the application.

**7. List of Acronyms**

Please include a list of all acronyms used in the application

**8. Literature Cited**

Provide a list of all references used (no page limit).

**9. Other Sources of Research Support**

List all current or pending internal and external sources of funding (including government, corporate, and other) that would overlap the funding period of this award. Each listing must follow the format below:

Source of funding (e.g., agency and grant #)

Project title

Funding period

Applicant's role in the project (principal investigator, co-investigator, etc.)

Annual direct costs

Total amount of the grant

Amount of funding available to the applicant

The project's relationship to the work in this application. Specifically address overlap.

### **10. Biographical sketches of all investigators named in the proposal**

Principal Investigator (No Page Limit) The biographical sketch should include the applicant's name, position, and title. This should be followed by education/training information (earliest training and degree first) and research and professional experiences including the applicant's current position. Please include complete references to all scientific, medical publications during the past four years as well as pertinent earlier publications. You must include a category with any research of work funded by a tobacco company, Council for Tobacco Research or other tobacco industry affiliate.

All Co-investigators Include biographical sketches of all key personnel who fall into this category, as described, above

### **11. Consultants/Collaborative/Contractual Agreements**

Include letters verifying any consulting, collaborative or contractual agreements necessary for the conduct of the research. Indicate in a list format the attached letters. If feasible, please include a biographical sketch of your references.

### **Letters of Reference**

You must provide three Letters of Reference for your application.

Please provide a PDF document with the names and contact information of the individuals who are writing your reference letters. You will be able to upload the list of references on the Web site.

The listed individuals should e-mail their letters to [famri@aibs.org](mailto:famri@aibs.org). Please request that they include your proposal identifier in the subject line of the e-mail.

**Once you have prepared this document it can be uploaded as a pdf file.**

You will receive an e-mail confirmation of your submission from [famri@aibs.org](mailto:famri@aibs.org).

## **Timeframe for Submission, Notification, Awards and Annual Symposium**

5 PM EDT, September 26, 2011	Proposals are due
March 1, 2012	Grantees are notified
July 1, 2012	Start date of award
Spring, 2012	Annual Symposium

### **Grant Policies and Conditions of the Award**

Your institution has already determined that it can comply with FAMRI's non-negotiable 3-party grant agreement. When contemplating a change of institution, alert the grants office of the potential institution about your Grant Agreement with FAMRI. Your FAMRI grant may be transferred with the terms of original agreement as the prevailing instrument of governance.

### **Use of Funds**

The funds are to be used in general agreement with the research budget plan submitted with the application, but the foundation will allow the investigator to re-budget reasonable amounts in accordance with his or her needs. However, the investigator's effort cannot decrease 15% without FAMRI's approval.

### **Human and Animal Subjects, Safety, and Environmental Health Issues**

All research conducted as a part of the FAMRI award involving human subjects shall follow Public Health Service guidelines and shall have the approval of the appropriate institutional review board (IRB). All research shall also be performed in accordance with all relevant institutional and federal policies and guidelines relating to radiation and environmental health and safety. Pending IRB approval or copies of IRB approval must be submitted prior to funding of a grant involving human subjects.

**FAMRI will only support animal research that utilizes mice or rats.** Research involving other animals will not be considered unless the animals will not be sacrificed as a result of the research. All research shall be performed in accordance with all relevant institutional and federal policies and guidelines. Pending Association for Assessment of Laboratory Animal Care (AALAC) approval must be submitted prior to funding of a grant involving animal subjects.

### **Grantee Progress Reports**

Reviews of work and progress will be made on an annual basis. A non-competitive progress report form will be sent to each grantee in the spring. This form must be completed, submitted, and approved.

### **Publications**

All publications (as well as posters and abstracts at scientific meetings) that result from the support provided by FAMRI must acknowledge that support in writing.

## **Collaboration**

All grantees (YCSA, CIA, Distinguished Professors and Centers of Excellence investigators) are encouraged to collaborate with fellow grantees and may be required to participate periodically in FAMRI's collaborative efforts.

## **Patents, Licensing, and Copyrights**

If any idea conceived and reduced to practice as a result of the Grant results in material subject to patent or copyright, the disposition of any such rights, and income derived therefrom, shall be subject to the policies and procedures of the Grantee Institution. FAMRI's participation in intellectual property and inventions resulting from its funding will be governed by the provisions of the National Institutes of Health model based on the Bayh-Dole Act of 1980.

## **Early Termination or Transfer of Research Funds**

If the grantee decides to discontinue the research project or leave his/her institution, FAMRI must be notified immediately. If the awardee accepts funds from the tobacco industry during the pendency of the FAMRI grant, he/she must notify FAMRI that they are terminating his/her award.

## **Indemnification**

The Grantee Institution agrees to hold FAMRI and its employees and trustees/directors harmless from and indemnify them for any and all losses, expenses and/or attorney fees and costs, including any appeals, incurred as a result of claims against them arising out of the funded proposal.

## **Independence of Parties**

The parties agree that all of their relationships, including but not limited to the granting or payment of the subject award is not a joint venture, partnership or any other form of business association between the parties. FAMRI agrees that the Grantee Institution is an independent organization over which FAMRI has no control or right of control. The parties further agree that the research to be performed is independent research over which FAMRI has no control or right of control.