DORIS DUKE CHARITABLE FOUNDATION (DDCF)
2017 REQUEST FOR APPLICATIONS
CLINICAL SCIENTIST DEVELOPMENT AWARD

GRANT OPPORTUNITY

Approximately 16 grants of up to $495,000 each over 3 years ($150,000 direct cost and $15,000 indirect costs per year) will be awarded to early career physician-scientists (MD, MD/PhD, DO or foreign equivalent degree) at the Assistant Professor rank working at US degree granting institutions to support clinical research that will enable their transition to independent research funding.

KEY DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Pre-proposal applications due</td>
<td>November 29, 2016, 3 pm EDT</td>
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<tr>
<td>Invitation to submit a full proposal</td>
<td>By 5 pm on January 20, 2017</td>
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<tr>
<td>Full proposal due</td>
<td>March 17, 2017, 3 pm EST</td>
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<tr>
<td>Notice of Award</td>
<td>End of May, 2017</td>
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<tr>
<td>Award Start Date</td>
<td>July 1, 2017</td>
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PROGRAM DESCRIPTION

Physician-scientists pursuing research careers face challenges that are particular to their dual roles as researchers and health care providers.¹ The purpose of the Doris Duke Clinical Scientist Development Award (CSDA) is to provide support to physician-scientists at the Assistant Professor rank to: 1) conduct clinical research, 2) enable research time protection to ease the tension between research and clinical responsibilities, and 3) facilitate development of strong research mentorship relations.

Ultimately, the CSDA program aims to enable physician-scientists’ achievement of independent and successful research program grants and research careers.

AWARD INFORMATION

The 2017 Clinical Scientist Development Award consists of $150,000 annual direct costs plus $15,000 (10%) annual indirect costs for 3 years. The award project period is July 1, 2017 - June 30, 2020. DDCF expects to fund approximately 16 applications in 2017. The priority of the CSDA program is to fund outstanding individuals with promise for outstanding clinical research careers, whose projects will address highly significant research questions and lead to career advancement. DDCF does not have funding priorities based on disease area or research type.

ELIGIBILITY CRITERIA

The CSDA is a highly competitive award with a success rate of 10% for the 2016 competition. Competitive applicants are expected to have research experience and publication records consistent with the rank of Assistant Professor. To be eligible for this award, applicants must:

- Have received an MD, DO, or foreign equivalent degree from an accredited institution.
- Have a valid, active US medical license at the time of application, but do not have to be US citizens.
- Work at a US academic institution that grants doctoral degrees and is able to receive an award as an organization with 501(c)(3) Internal Revenue Service status. Please see the information on page 3 and consult with your institutional grants office.
- Have a full-time, salaried faculty appointment as Assistant Professor at a US academic institution that grants doctoral degrees. Adjunct, affiliated, temporary, part-time or acting faculty positions are not eligible for this competition. Applicants from Harvard Medical School should check our FAQs to determine eligibility of their faculty appointment.
- Have been appointed to their first full-time assistant professor faculty position between November 1, 2011 and November 1, 2015 (i.e., have been at the appointment no more than 5 years but at least 1 year). Exceptions to the five-year requirement will be considered on a case-by-case basis for individuals who do not meet this criterion because of extraordinary situations. Check our FAQs for examples of situations for which DDCF may make an exception. DDCF approval of exemptions must be obtained prior to submitting a pre-proposal. Exemption requests must be made by October 28, 2016. Exemptions are not granted for applicants with less than one year at their academic position.
- Not be the principal investigator of a multi-year research grant with annual direct funding in the amount of $225,000 or higher with a start date prior to and inclusive of July 1, 2017, except for NIH career development awards.
- Not be the principal investigator or co-principal investigator on a National Institutes of Health R01 research grant or equivalent that has a start date prior to and inclusive of July 1, 2017. This includes but is not limited to: research projects that are part of a P01 program project, P50 center grant or a U01 cooperative agreement, DP1, DP2, R37, and VA Merit grants.
- Not be in a graduate degree program at the time of application. All education and training toward advanced degrees must be completed.
- Be guaranteed a minimum overall research time protection of 75% of full-time professional effort by the institution where the applicant has an appointment, in the event an award is made. There is no explicit minimum percent effort that must be dedicated to the CSDA project.

If you have any questions about these eligibility criteria check our FAQs or email ddcf@aibs.org. Please note that requests for exceptions to eligibility criteria will not be considered after October 28, 2016.

Other requirements
Propose a clinical research project, as defined by the Doris Duke Charitable Foundation, in any disease area. A definition of clinical research can be found on page 5.

If applicable, Investigational New Drug Approvals must be in place by the deadline for submission of a full proposal. See page 5.

Institutional Review Board (IRB) approvals are not necessary at the time of application. However DDCF strongly prefers IRB approvals to be in place by the grant start date, July 1, 2017. IRB approval must be in place by October 1, 2017. See page 5.

Note: Applicants are allowed to hold a National Institutes of Health K series award or other career development award at the same time as the CSDA grant. However, the applicant must propose distinct and different research aims in their CSDA application and there must be no budgetary overlap.

We strongly encourage applications from women and underrepresented minorities in medicine, including Blacks or African Americans, Hispanics or Latinos, American Indians, Alaskan Natives, and Native Hawaiians.

501(c)(3) STATUS OF THE APPLICANT’S INSTITUTION

DDCF can award grants only to institutions that have letters from the US Internal Revenue Service documenting exemption from federal income taxation as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and that they are not a private foundation or a Type III supporting organization as defined in Section 509(a) of the Code. Please note that this requirement does not exclude participation from applicants at state universities. State universities may not have a 501(c)(3) status and are encouraged to apply through their grant-receiving arms (e.g. applicants from the University of Texas may apply through the University of Texas Foundation). DDCF encourages applicants to seek guidance from their institutions to identify the appropriate institutional entity through which they can apply. Only the institutions are able to provide this guidance to applicants, DDCF is unable to provide information on the tax ID that applicants must use to gain access to the application site.

APPLICATION PROCESS

Applying for this award is a two-stage process:

1. **Pre-proposals.** Interested candidates who meet the eligibility criteria will need to submit one pre-proposal through the foundation’s online form by **November 29, 2016 at 3 pm EDT.** In brief, the pre-proposal includes investigator information, electronic confidential forms from the mentor and department chair, biographical sketches and a 2-page research plan.

2. **Full proposals.** Submission of full proposals will be by invitation only after review of pre-proposals. By January 20, 2017 about 50 applicants will be invited to submit a full research proposal. Instructions on how to prepare a full proposal will be provided by email with the invitation to participate. Full proposals will be due on **March 17, 2017 at 3 pm EST.** Applicants will be notified of the outcome of the competition at the end of May 2017.
REVIEW AND SELECTION CRITERIA

- **Significance**: Likelihood of the research to influence the field and the career advancement of the applicant.

- **Originality**: Originality of the research proposal to address a clinically meaningful research question.

- **Approach**: Appropriateness of the methodology and scope of the project.

- **Investigator**: Evidence of the applicant’s commitment to a clinical research career and promise to make significant contributions to the field. Demonstration of the applicant’s inventiveness and talent. Appropriateness of the applicant’s formal research training, laboratory experience, and productivity. Evidence of the applicant’s original research in the relevant area and that the proposed research will be driven by the applicant with guidance from a mentor only as needed. The review searches for applicants who are still transitioning to independence and developing their research program. This award is not intended for those who are likely to receive an NIH R01 or another major research grant near the time of the CSDA application or start of the award.

- **Environment**: Commitment of the applicant’s department and institution to the area of research and to the applicant. Evidence of institutional and mentor commitment to facilitate access to key resources, including necessary clinical subjects or specimens. Evidence of the mentor’s successful research career. Potential of the mentor to facilitate support and enable career advancement for the applicant.

Applicants are encouraged to propose research that is innovative, interfaces with different scientific disciplines, and has the potential to significantly advance the frontiers of clinical research.

Please note: The foundation recognizes the importance of critical feedback but has limited ability to supply written comments for all submitted proposals. No written comments will be provided for pre-proposals. Written comments will be provided for full proposals when possible but may not always be available because of limited resources and unforeseen circumstances. Please evaluate if receipt of written feedback is a requirement for you as you decide whether to submit an application.

DEFINITION OF CLINICAL RESEARCH

For this program, clinical research is defined as the scientific investigation of the etiology, prevention, diagnosis, or treatment of human disease using human subjects, human populations or materials of human origin. Included in the definition are studies that utilize tissues or pathogens only if they can be linked to a patient.

It is expected that the research protocols of grant applicants will require Institutional Review Board
(IRB) approval. Occasionally, DDCF has funded research that does not require IRB approval, such as research using de-identified patient populations. If a research project is being proposed that does not require IRB approval, applicants are strongly encouraged to contact DDCF program staff to discuss whether the proposed research falls within the DDCF’s definition of clinical research. Please email dDCF@aibs.org with questions regarding the eligibility of your research project.

In keeping with the wishes expressed in Doris Duke’s will, experiments that utilize animals or primary tissues derived from animals will not be supported by this program.

APPLICATION REQUIREMENTS FOR USE OF HUMAN RESEARCH SUBJECTS

Institutional Review Board approval, if necessary, is not required at the time of application. However, if necessary, Investigational New Drug approval must be in place by the deadline for submission of a full proposal, March 17, 2017, 3 pm EST. If a grant is awarded, DDCF strongly prefers Institutional Review Board approval to be in place by the grant start date, July 1, 2017. Institutional Review Board approval must be in place by October 1, 2017. The grantee may not conduct activities supported by the CSDA that involve human subjects until a copy of the Institutional Review Board approval is received at the foundation. We recommend that you coordinate with your Institutional Review Board to ensure timely approval.

GUIDELINES AND POLICIES

DDCF has adopted a public access policy for grantees. In addition, DDCF, as a member of the Health Research Alliance (www.healthra.org), has agreed to deposit basic grant information into a database of privately funded awards. Find more information on public access, grant information sharing, and other policies here.

ELIGIBILITY EXEMPTION REQUESTS

DEADLINE OCTOBER 28, 2016

All eligibility criteria exemption requests must be submitted by October 28, 2016, 5pm EST. Interested applicants must send an email to dDCF@aibs.org with “2017 CSDA-your last name-exemption request” as the subject line. Requests for exemptions will not be evaluated unless the following 3 items are provided:

1. The specific eligibility criterion from which you seek to be exempted and why it renders you ineligible for the competition.
2. A clear and brief justification for the request. If you are beyond the fifth year of your first faculty appointment and would be applying to the CSDA for the first time, indicate why an application was not submitted to earlier competitions. Reasons for such a request might include situations such as parental leave, child care, elder care, or medical conditions.
3. A biographical sketch that lists the full official start date for your academic appointments.

Responses to all exemption requests will be communicated on November 2, 2016.

ABOUT THE DORIS DUKE CHARITABLE FOUNDATION

The Doris Duke Charitable Foundation (DDCF) is a philanthropic organization with the mission to
improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke’s properties.

QUESTIONS

If you have any questions concerning this Request for Applications please consult our online Frequently Asked Questions or email Joanne Sullivan at ddcf@aibs.org with “2017 CSDA – your last name” as the subject line. Questions will be answered within 2 business days. No phone calls please.
STEP-BY-STEP INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT A COMPLETE PRE-PROPOSAL

OVERVIEW OF HOW TO SUBMIT AN ONLINE PRE-PROPOSAL APPLICATION

A complete pre-proposal consists of (1) electronic confidential support forms submitted by the mentor and the department chair at the applicant’s request; and (2) information, including a pre-proposal attachment, submitted via DDCF’s online pre-proposal application form. The detailed components of the complete pre-proposal are described in the checklist on the next page. To begin a pre-proposal submission, do the following:

1- Visit https://ddcf-csda.aibs.org/ and provide the contact information for the mentor and department chair who will fill out electronic confidential support forms. Read more about the support forms on page 9. We suggest that you provide the mentor and department chair contact information well in advance of the deadline. It is the responsibility of the applicant to provide DDCF with the contact information of the individuals so that they can receive instructions on how to submit the confidential forms. Mentor information provided here must match that provided on the DDCF online pre-proposal submission form.

2- Obtain the tax identification number (also known as the Employer Identification Number or EIN) of the grant-receiving organization, the organization that would accept and administer the award. The applicant will be unable to access the pre-proposal application submission form without this information.

3- Access the online pre-proposal application site, and complete the eligibility questionnaire. See page 11 for the web address. Upon completion of the questionnaire, eligible applicants will gain access to the pre-proposal application form. Once you gain access, we strongly suggest that download the applicant biographical sketch template and ensure that all required information has been gathered in advance of the deadline.

Use the checklist on the next page to ensure that you gather all the information required to submit a pre-proposal.
Pre-proposal check list

A complete pre-proposal consists of:

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<th>Instructions on page</th>
<th>Electronic confidential support forms (applicant must visit <a href="https://ddcf-csda.aibs.org/">https://ddcf-csda.aibs.org/</a>)</th>
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<tr>
<td></td>
<td>I. Mentor form</td>
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<td>II. Institutional commitment confirmation form from the department chair</td>
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<td></td>
<td><strong>Online pre-proposal form</strong> <em>(See the corresponding page for the web address)</em></td>
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<td>III. Principal Investigator information and affiliations</td>
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<td>IV. Project information</td>
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<td>V. Mentor information</td>
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<td>VI. Contact information for the department chair who will provide confirmation of institutional support</td>
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<td><strong>Pre-proposal attachment (assembled into one PDF document)</strong></td>
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<td>Submitted through the online pre-proposal form</td>
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<td>VII. Biographical sketch of the applicant, with funding information <em>(use the template provided here)</em>, 3 page limit not counting funding information</td>
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<td>VIII. NIH format biographical sketch of the mentor(s) using the NIH template, 5 page limit</td>
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<td>IX. Research plan <em>(2 page maximum)</em></td>
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<td>1. Career accomplishments and research experience</td>
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<td>2. Overall goal of the proposed project</td>
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<td>4. Role of the CSDA in the transition to independence</td>
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<td>5. Research aims</td>
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<td>6. Methods</td>
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<td>X. Description of how the proposed research meets DDCF’s definition of clinical research as described on page 5 of this document. <em>(1/2 page, does not count toward the pre-proposal page limit)</em></td>
<td>15</td>
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<tr>
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<td>XI. Cited literature <em>(no page limit, does not count toward the pre-proposal page limit)</em></td>
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ELECTRONIC CONFIDENTIAL SUPPORT FORMS

A complete application will include two confidential electronic support forms, one submitted by the applicant’s mentor and one by the department chair. These forms provide data about the applicant, the mentor, and the institution, which are used to evaluate the application. Both forms ask for brief remarks about the applicant. Mentors and department chairs are asked to avoid referring to personal circumstances or attributes of the applicant, such as: marital status, age or gender (e.g. young, woman, man), juggling of work-life balance such as child care responsibilities or illness, and roles of the applicant outside of the professional setting (e.g. mother, husband, father).

I. Mentor Form

While an applicant may indicate more than one mentor in the application, only the primary mentor fills out the mentor form at this pre-proposal stage. Applicants with more than one mentor must choose only one to submit the mentor form. That mentor will be designated the primary mentor for the CSDA.

Mentors are expected to play an active role during the course of the Clinical Scientist Development Award in fostering the applicant’s career development as a physician-scientist and capacity for independence. The mentor is expected to act as an advocate for the applicant at the departmental, institutional and professional levels.

PLEASE NOTE: The peer-review of pre-proposals evaluates the ability of the primary mentor to enable career development of the applicant; therefore, a primary mentor cannot be switched with the secondary mentor nor replaced after submission of the pre-application. Letters on institutional letterhead will not be accepted in lieu of the mentor form nor in addition to it.

II. Department Chair Form

The institutional commitment electronic confirmation form must be provided by the applicant's department chair to confirm the applicant’s appointment term and guarantee that (s)he will be provided with the required research time protection (75%) if selected to receive the Clinical Scientist Development Award. Division chiefs in the departments of Medicine or Pediatrics may provide this form ONLY if they are authorized to provide the information above. Applicants will have the opportunity to ask department chairs or division chiefs (only for Medicine and Pediatrics as described above) to write full letters of recommendation as part of the next application stage should they be invited to submit a full proposal. As with the mentor form, changes to the name of the individual providing the Department Chair Form are not allowed in the second stage of the competition, except when the person in that role changes. Letters on institutional letterhead will not be accepted in lieu of the form nor in addition to it.
Instructions on how to request electronic confidential support forms from the mentor and Department Chair

- Before going to the site below, applicants will need the following information for both the mentor and the department chair:
  - First name, middle initial and last name
  - Highest academic degree
  - Title
  - Department
  - Institution
  - Office address, city, state and postal code
  - Institutional email address
  - Phone number

- Visit [https://ddcf-csa.aibs.org/](https://ddcf-csa.aibs.org/) and bookmark the page. We recommend that applicants visit this site as soon as possible and well in advance of the deadline so that the mentor and department chair can complete their confidential electronic support forms ahead of the deadline November 29, 2016, 3 pm EDT. Late submissions will not be accepted.

- Create a login using the applicant’s email address as the user name. Please use the same email address as for the online pre-proposal form.

- Indicate the applicant’s contact and demographic information. Please note that we are collecting data on race/ethnicity and gender to measure progress in diversity of applicants. The information will not be used for any other purposes. We collect this information through our contractor, the American Institute of Biological Sciences (AIBS). AIBS keeps the data on a secure server and provides it to DDCF only in de-identified form. These data are for statistical purposes only and will only be described in aggregate. Individual information will not be provided to the review panel. The information provided will be anonymous and will not affect the applicant’s standing in the process.

- Save your information and you will be prompted to the next page.

- Click on “Add a mentor” to indicate and submit the contact information for the mentor.

- Click on “Add a chair” to indicate and submit the contact information for the department chair.

- Upon submission of their contact information, an automatic email will be generated for each of the two individuals. This email will include instructions on how to complete electronic confidential support forms for the applicant’s pre-proposal. Please make sure you are confident in your selections so that unnecessary emails are not distributed.

- Please alert the mentor and department chair of the upcoming email from dDCF@aibs.org. This email will contain instructions on how they can provide their electronic confidential support forms. We recommend for those individuals to add dDCF@aibs.org to their spam white list to avoid email requests from being blocked by filters.
Once the applicant provides the mentor and chair contact information, the text “[incomplete]” will appear by each of the two individuals’ email addresses. This text indicates that the person has not yet submitted the confidential electronic form. The text will change to “[complete]” as soon as the person completes the electronic form.

If necessary, applicants can replace the contact information for the mentor and department chair up to deadline. If any of these individuals did not receive the email with instructions we recommend that the applicant delete and add them again. We also recommend that email recipients check their junk mail folder or spam email filter.

Applicants will receive a confirmation email from ddcf@aibs.org once each individual submits their electronic support form. Applicants should receive a total of two confirmation emails.

It is the applicant’s responsibility to ensure that the supporting forms are completed by the deadline. Late submissions will not be accepted.

Pre-proposals missing the electronic confidential support forms from their mentor or department chair will be disqualified without notice.

**ONLINE PRE-PROPOSAL FORM**

To gain access to the online pre-proposal form, applicants must provide their *institution’s nine digit tax ID (also known as the Employer Identification Number or EIN)*. Please consult with your grants office to obtain the tax ID for your institution. Only tax IDs from organizations with 501(c)(3) status are recognized by the online application system. If the tax ID is not recognized by the online application system, please verify with your institution that you are using the appropriate tax ID number.

➢ *To begin a pre-proposal form use this link:*
  

First complete the eligibility questionnaire to determine if you are eligible to apply. If applicants meet the eligibility criteria, they will be allowed access to the application form.

➢ *To return to a pre-proposal already in progress you must use the link below:*
  
  https://www.grantrequest.com/SID_1149?SA=AM.

  *Please bookmark this page to return to a pre-proposal in progress. Using the first link of the two immediately above will return you to the eligibility questionnaire.*

Complete the electronic form by entering the following information:

III. Principal Investigator and affiliations
  • First name, middle initial and last name.
  • Post-baccalaureate academic degree(s), institution and year
  • US Medical license confirmation
  • Current appointment title
• Additional current job titles
• Current faculty appointment start and end dates
• Institution name
• Department name
• Telephone number
• Institutional email address, commercial email addresses such as Gmail, Yahoo, etc. are not acceptable
• Office address
• Institution where the applicant held her/his first assistant professor appointment
• Date of first assistant professor appointment
• Date of completion of the most recent fellowship
• Field(s) of research training (select from the list)
• Clinical specialty and subspecialty
• Tenure information
• Percent professional effort currently allocated to patient care, research, teaching, administration, and other
• Other funding information (K and R01 level awards)
• Number of first author peer-reviewed original reports
• Confirmation that the applicant does not have other funding as principal investigator for a multi-year research grant with annual direct cost of $225,000 or higher at the time of application and up to July 1, 2017

IV. Project information

• Project title (up to 255 characters)
• Primary disease area (select from the pull down list)
• Primary biomedical/health research area (select from the pull down list)
• Research classification (select from the pull down list)
• Research approach (select from the pull down list)
• Abstract (up to 250 words)
• Project IRB and IND requirement and approval information. IRB approval is not required at the time of application. However, if necessary, Investigational New Drug Approval must be in place by the deadline for submission of a full proposal, March 17, 2017, 3 pm EST. If a grant is awarded, DDCF strongly prefers Institutional Review Board approval to be in place by the grant start date, July 1, 2017. Institutional Review Board approval must be in place by October 1, 2017.

V. Mentor information

Please provide the information below for the primary mentor and make sure that this information matches what you provided at https://ddcf-csda.aibs.org/. A secondary mentor is not required. If there is a secondary mentor, also provide the information below. If you do not indicate a secondary mentor at this stage, a second mentor may not be added in the next stage of the competition.
VI. Department chair information

Applicants are asked to provide the contact information for the department chair. This person must be able to confirm that the applicant will have 75% time protected time for research as well as the term of the applicant’s appointment. Applicants in the Departments of Medicine or Pediatrics may provide contact information for their division chief, provided that this person can provide assurance of research time protection and confirm the term of the applicant’s appointment.

Please make sure that this information matches what you provided at https://ddcf-csda.aibs.org/

- First name, middle initial and last name
- Title
- Institutional email address
- Phone number

PRE-PROPOSAL ATTACHMENT (the following components must be assembled into one PDF)

VII. Biographical sketch of the applicant (3 page limit not including funding information. Use the template provided here)

Note that this is not the NIH template. The applicant must use the DDCF template to provide this information. Applicants can also download the biographical sketch template upon login to the internet grant application module. Please complete all sections of the biographical sketch:

- Indicate the applicant name and current faculty position.
- Education and training: Indicate education history in chronological order from least to most recent beginning with Baccalaureate degree or equivalent. Indicate the field of study, the name of the degree-granting institution, and the date when the degree was awarded.
- Positions and employment: indicate all positions held in chronological order beginning with the earliest position and ending with the most recent. For each position indicate the start and end date, position title, name of the institution/organization, and location.
- Other experience and professional memberships: List memberships and advisory roles.
- Honors: List the year and name of recognition awards and honors.
- Peer-reviewed publications:
  - Minimum 10-point font. Do not attach reprints.
o No abstracts, reviews, chapters, or publications in preparation may be listed.
o Publications related to the proposed research plan should be highlighted in bold font.
o First author peer-reviewed original reports must be listed separately from non-first author publications. The latter should be listed under “additional publications.”
o Publications must be numbered.
o If the limited space does not allow you to fit all your publications, choose those that are most relevant to the pre-proposal but do not exceed 3 pages and indicate how many out of a total are listed (e.g. 15 of 40 listed).

Funding information (no page limit, this information does not count toward the biographical sketch page count)

- Sources of funding should be listed under two headings: Funding as principal investigator and Other funding (not as principal investigator).
- List each funding source under the appropriate funding status heading: current, pending, or applied.
  o Current: Currently funded award.
  o Pending: Notification of award received, but grant agreement is not yet in place.
  o Applied: Application was submitted and the funding status remains to be determined. Please disclose all funding applications, this information is used for planning purposes and will not affect the evaluation of your pre-application.
- For each source of funding indicate:
  o Principal Investigator name
  o Role: indicate this only for sources of funding where the applicant is NOT the principal investigator
  o Percent effort
  o Award Type and Number: Award type refers to the NIH activity code (K08, U01, etc), or award name for non-NIH awards.
  o Funding Agency/Institution
  o Annual Direct Costs
  o Total Award (direct and indirect costs)
  o Project Period (start and end dates)
  o Project Name
  o Brief Project Description
  o Indicate if the project is related to the work proposed
  o If yes, indicate the project’s relationship to the work proposed in this application

VIII. A Biographical sketch of each named mentor (5 page maximum for each biographical sketch)

The biographical sketch of the primary and secondary mentors (if applicable) must be in NIH format and must include research funding information also in NIH format.
IX. Research plan (2 page maximum)
• Font: Use 12-point font size throughout unless noted otherwise. Smaller font sizes are acceptable for use in tables and figure legends.
• Page Margins: Page margins must not be smaller than one-half inch on all sides.
• Color Figures: Applicants may include color figures as reviewers will be provided with electronic color copies of the application.

Applicants must include all six sections described below in the two page limit. As you begin to work on your research plan we recommend that you copy/paste the six section headers below into your working document to ensure that all sections are included. Pre-proposals with research plans not including these explicit sections in the order listed will be disqualified from the competition:

1. Career accomplishments and research experience: List and describe your three most significant professional accomplishments. If your accomplishments and experience involve collaborative efforts, highlight your original contributions.

2. Overall goal of the proposed project
   • What is the question to be addressed?
   • State the hypotheses that form the basis for the proposed research.

3. Significance of the proposed research
   • Why is the proposal important, original, or innovative?
   • How will the proposed research impact or improve patient care or human health?

4. Role of the CSDA in the transition to independence: In one brief paragraph, describe how the project supported by the CSDA would help you transition to independent research funding.

5. Research aims
   • State and describe the specific aims that you intend to accomplish with the award.

6. Methods
   • Briefly describe the methodology that will be used to accomplish the specific aims of the project.
   • Detailed methodology description is not required for the pre-proposal.

X. Description of how the proposed research meets the foundation’s definition of clinical research, half page maximum. Does not count toward the 2 page limit of the research plan.

Please be succinct in your description and note that this section is not meant to justify the importance of your studies. The purpose of this section is to ensure compliance with the program’s definition of clinical research.

For this program, clinical research is defined as the scientific investigation of the etiology, prevention, diagnosis, or treatment of human disease using human subjects, human populations or materials of human origin. Included in the definition are studies that utilize tissues or pathogens only if they can be linked to a patient.
XI. Cited literature, does not count toward the 2 page limit. Font size 10 may be used.

PLEASE NOTE

- Pre-proposals will not be accepted after **3 pm EDT on November 29, 2016**. The online application system shuts down automatically at the deadline.

- After the deadline, applicants with incomplete pre-proposals and those not adhering to instructions will be disqualified from the competition without prior notice.

- Only pre-proposals submitted through the DDCF online pre-proposal application website will be accepted.

- Applicants whose mentor or department chair does not provide the electronic confidential support forms will be disqualified from the competition without prior notice. It is the responsibility of the applicant to ensure that this information is submitted by the deadline. Please note that the deadline for submission of the confidential forms is the same as for the applicant, **3 pm EDT on November 29, 2016. Late submissions will not be accepted.**

- Mentorship or institutional support letters on letterhead ***will not*** be accepted in lieu of the electronic confidential support forms. Applications missing electronic confidential support forms will be disqualified from the competition without notice.

- Pre-proposals that do not meet the page limits and formatting instructions will not be considered for review.

- Pre-proposals with research plans that do not include the six required sections, in the specified order, will not be considered for review.

- The submission of a pre-proposal is final, and modifications are not possible.

- The maximum size for the attachment is 100 MB. Please note that files with certain extensions (such as “exe”, “com”, “vbs” or “bat”) cannot be uploaded.

- If you have applied for or plan to apply for a grant that could be funded with a start date before or on July 1, 2017, we strongly encourage you to avoid proposing research with budgetary overlap for your CSDA project.

QUESTIONS?

Please consult our online [Frequently Asked Questions](#) or email Joanne Sullivan at ddcf@aibs.org with “2017 CSDA - your last name” as the subject line. Questions will be answered within two business days. No phone calls, please.