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**Pilot Project Awards for Research on**

**Pain, Aging, and Disability**

**Application Instructions**

**Full Application due by 5:00 PM on Friday, February 5, 2021**

**Please make sure your final application is submitted online:**

<https://price.ctsi.ufl.edu/ufcampas/ufcampasrfa/pilot-2021/>

## General Guidelines

* **Please review the** [**full RFA**](https://price.ctsi.ufl.edu/wordpress/files/2019/12/UF-CAMPAS-RFA-2020.pdf) **before completing the application.**
* **All documents must be formatted** using Arial 11 font with 0.5 half inch margins all around, single spaced, and adhering to the page limitations specified.
* **Follow all file naming format:**
	+ Combined Biosketch– Filename: “PI Last Name\_Biosketch”
	+ Letter of Support from Department or Program Director- Filename: “PI Last Name\_LOS”
	+ Institutional Signature (for applicants outside UF only)-Filename: “PI Last Name\_LOI”
	+ Final Proposal– combined all five files. Filename: “PI Last NameUFCAMPAS\_2021”

## Working with the online application

* You do not need to complete the application all at once. You can click on ***the save and continue later*** at the bottom of the page, enter your email, and a progress link will be sent out.
	+ Please make sure to save the email with the link!
* The form will not save automatically, please make sure you always ***save and continue later*** before leaving the page
* Questions with a [+] allow you to add multiple entries under a question.

##### If you need assistance with the application contact us at **ufcampas@DENTAL.ufl.edu**

##### or 352-273-7620

Application Checklist**.**

You will be asked to complete the following information in our online application.

* In total, you will upload **3** (UF applicants) or **4** (outside UF applicants) separate pdfs

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| **Information** | **Notes on submission** |
| Section 1- Cover Page |
| * Candidate Eligibility, Information and Mentors/Co-investigators
 | Filled in form- You’ll be asked to verify your eligibility and identify mentors or co-investigators.  |
| * NIH Biosketch for PI, Co-I(s) and mentor(s) (5 pages for each)- combined into one single PDF
 | **Filename**- “PI Last name\_Biosketch”Please assure all biosketches are formatted per [NIH guidelines](https://grants.nih.gov/grants/forms/biosketch.htm) and your [eRA Commons username](https://commons.era.nih.gov/commons/index.jsp) is added.  |
| * Letter of Support from Dept. Chair or Program Director (1-page limit)
 | **Filename**: PI Last name\_LOS |
| * Institutional signature approving the application for applications ***from outside of UF***
 | This endorsement is provided in many different formats depending on the University. Please use [this letter](https://ctsi-price-a2.sites.medinfo.ufl.edu/wordpress/files/2020/09/UFCAMPAS_LOI.docx) as an example or use your organization’s preferred method. **Filename**: PI Last name\_LOI |
| Section 2-Research Proposal-Submitted all five documents in a combined single PDF . Filename:  |
| * Abstract/Project Summary
 | 30 lines of text in 1 page |
| * Research Proposal (5 pages limited)
	+ Specific Aims (1 page)
	+ Background/Significance (including any preliminary data) (~1 page)
	+ Description of Methods (2-2.5 pages) (i.e. preliminary data, study sample, study design, data collection methods, analysis plan)
	+ Plans for future external funding (0.5 pages
 | 5-page limit |
| * Bibliography/ References
 | No page limitations. There is no require citation format, but please stay consistent |
| * Budget – use NIH’s standard “[Detailed Budget for Initial Budget Period](https://grants.nih.gov/grants/funding/phs398/fp4.pdf)” form
 | Request up to $25,000 |
| * Detailed Budget Justification
 | Applicants must include a separate budget justification for all line items. Include all costs associated with the project |

### **Section 2-Research Proposal**

Please upload a completed file containing the following sections. **Filename**: PI Last nameUFCAMPAS\_2021.

##### **Abstract (30 lines of text in 1 page)**

Provide in 30 lines a succinct and accurate description of the proposed work. This section should be informative to other persons working in the same or related fields and understandable to a scientifically literate reader.

**Research Proposal (5 pages)**

Describe the proposed project and research plan and include the following sections:

Specific Aims (1 page)

Background/Significance (~1 page)

* Include any preliminary data

Description of Methods (2-2.5 pages)

* i.e. preliminary data, study sample, study design, data collection methods, analysis plan

Plans for future external funding (0.5 pages)

##### **Bibliography/ REFERENCES (No page limitation)**

There is no require citation format, but please stay consistent.

##### **Budget**

Submit a detailed budget of expenses using the NIH’s standard “Detailed Budget for Initial Budget Period” form. <https://grants.nih.gov/grants/funding/phs398/fp4.pdf>. **Use budget dates of 07/01/2021 to 06/30/2022.**

The following guidelines should be considered when developing your budget:

* Funds can only be used for **direct costs**.
* Funds cannot be used to support faculty salaries.
* Funds must be used for the activities detailed in the application.
* Develop budget based on the number of subjects to be enrolled, the cost per subject, and any other services required by the protocol.

##### **Budget Justification**

Provide a detailed justification for all costs associated with the project. Please use these sections heading in your document. Samples of potential items are listed next to each section.

PERSONNEL-Research Assistant/Coordinator, Data analysist. Include effort in calendar months, fringe rate and total amount request.

CONSULTANT COST- such as biostatisticians. List the service performing and organizational affiliation

EQUIPMENT- Equipment directly associated with the project and exceeding $5000. Strong justification required.

SUPPLIES – research supplies that are directly associated with the project

TRAVEL – travel costs to meetings/courses directly associated with the project including registration fee, hotel, airfare, and per diem.

INPATIENT CARE COST

OUTPATIENT CARE COST

OTHER EXPENSES- Human Subject payments, publication costs, service fees (REDCap, HealthStreet)

### Section 3- Scientist Requirements & Submit

Before submitting, you will be asked to agree with the UF CAMPAS Program Requirements. Please make sure, if you are awarded, you and your institution will allow you to comply with our program requirements.

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| By agreeing, I certify that I have read and understand the Program Requirements and agree to abide by them if I am selected as a UF CAMPAS Scientist included:* Awardees are expected to participate in all UF CAMPAS seminars and career development activities.
* Awardees must comply with IRB, UF, NIH, and other applicable policies and regulations. Awardee projects involving human subject research must receive IRB and NIH approval before funds can be released and human subject research activities can begin. Applicants whose proposals will require IRB approval should demonstrate that they have taken preliminary steps to prepare submissions to avoid delays in securing approval. Funding cannot be released until appropriate approvals are in place.
* Awardees must submit progress reports for the project every 6 months after the notice of award is received.
* Awardees are also expected to present the results of their research at scientific meetings and publish findings in scholarly journals.
* In accordance with NIH requirements: All presentations and publications resulting from work funded by a UF CAMPAS Pilot Project Award must include a funding citation. The following language should be used: “Research reported in this publication was supported by NIH/NIA Grant P30AG059297.”
* Awardees are expected to provide updates to UF CAMPAS or the [RCMAR Coordinating Center](https://www.rcmar.ucla.edu/) in a timely manner, typically once a year, and for several years after completing the program.
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