

## **RMATRIX Collaboration Pilot Projects Program 2011 Call for Research Proposals & Guidelines**

**PURPOSE:** The RCMI Multidisciplinary and Translational Research Infrastructure Expansion (RMATRIX) in Hawaii Program supports research endeavors and collaboration for faculty members of the University of Hawaii (UH) John A. Burns School of Medicine (JABSOM) and other UH Departments and Schools. To assist with achieving this goal, RMATRIX sponsors a Collaboration Pilot Project Program to provide modest, short-term pilot grants to support the development and implementation of projects that have the potential for extramural funding. The pilot project grants are intended to provide research support for competitive projects proposed by faculty and stimulate transdisciplinary research in one or more RMATRIX HEALTH Initiative areas. The purpose of this announcement is to provide guidelines and criteria for proposal submissions.

**RESEARCH SCOPE:** Research proposals focusing on health disparities and inequities amongst Native Hawaiians, Pacific islanders, Asians, and disadvantaged populations in Hawaii related to one of the RMATRIX HEALTH Initiative areas (Cardiovascular Health; Respiratory Health; Perinatal, Growth and Developmental Health; Nutrition and Metabolic Health; Aging and Neurocognitive Health; and Cancer) with a strong translational research emphasis are encouraged. Interested applicants are urged to contact Bruce Shiramizu ([bshirami@hawaii.edu](mailto:bshirami@hawaii.edu)) or Todd Seto ([tseto@queens.org](mailto:tseto@queens.org)) for questions regarding scope of proposal.

**AVAILABLE SUPPORT:** Applicants may request an annual budget with direct costs of up to \$30,000. Applicants may also request personnel and infrastructure support from RMATRIX (e.g. biostatistics, informatics, RN/study coordination, lab support, IRB/regulatory support, training/education, access to clinical exam facilities and/or other support). Thus, it is anticipated that the size of RMATRIX collaboration pilot project awards will vary based upon the scope of the proposed research.

### **ELIGIBILITY:**

- 1) Multiple Principal Investigators (PIs) or Collaborations are encouraged with one of the PIs having an academic appointment in UH JABSOM.
- 2) Proposals must involve a transdisciplinary team of at least one clinician and one basic scientist, or a clinician and a community worker, or scientists from two disparate disciplines.
- 3) Proposals must focus on health disparities and inequities amongst Native Hawaiians, Pacific islanders, Asians, and disadvantaged populations in Hawaii related to one of the RMATRIX HEALTH Initiative areas:
  - a. Cardiovascular Health
  - b. Respiratory Health
  - c. Perinatal, Growth and Developmental Health
  - d. Nutrition and Metabolic Health
  - e. Aging and Neurocognitive Health
  - f. Cancer
- 4) Proposals must have a translational research emphasis clearly showing linkages between basic science and clinical medicine, or development of clinical research leading to adoption of best practices in the community.
- 5) Proposals should demonstrate a linkage to existing Research Centers in Minority Institutions (RCMI) infrastructure and/or the RCMI Translational Research Network (RTRN) infrastructure (<http://rtrn.net>).

## IMPORTANT DATES

Proposal submission deadline	<b>May 31, 2011, 5:00 pm Hawaii Time (electronic submission)</b>
Earliest Anticipated Award Date	<b>July 1, 2011</b>
Progress Report Due Date Mid-Year Report Final Report	<b>December 30, 2011, 5:00 pm Hawaii Time (electronic submission)</b> <b>June 29, 2012, 5:00 pm Hawaii Time (electronic submission)</b>
Project Deliverables	<b>1) Presentation at Regional/National Meeting or JABSOM Biomedical Symposium</b> <b>2) Acknowledgement of RMATRIX award # U54RR026136 in all publications or presentations resulting from grant-related support</b>

## SUBMISSION INSTRUCTIONS

Applications should be submitted electronically to [rmatrixadmin@crc.hawaii.edu](mailto:rmatrixadmin@crc.hawaii.edu) and must be received no later than **5:00 pm** (Hawaii time) on **May 31, 2011**. Submit as *one complete pdf file* that includes, in the following order:

- a. Cover Page with Abstract
- b. Budget and Budget Justification
- c. Biographical Sketch
- d. Research Plan
- e. Human Subjects, if applicable
- f. Vertebrate Animals, if applicable.
- g. Consultants

Paper applications will not be accepted. Incomplete applications, font smaller than Arial 11 point, or not adhering to the page limits, will not be reviewed. Applications will not be required to go through the JABSOM Grants Development Office or UH Office of Research Services.

### A. Cover Page with Abstract (Page 1) and Guidelines

Complete the cover page and include an abstract summarizing the proposal in the space provided. For the other pages of the application, please number each page and be sure the name of the Principal Investigator appears in the upper right-hand corner of each page. The page order of the application should be as follows, adhering strictly to page limits:

### B. Budget and Budget Justification (2 pages)

Complete the proposal budget form and enter the totals under each budget category. Provide a justification for each budget item requested. Applicants may request an annual budget with direct costs of up to \$30,000. Indirect costs are not allowed. Salary support is not allowed, but consultant fees may be considered if appropriately justified. Travel support is allowed to present accepted abstracts at professional meetings, but must be limited to domestic travel only. Supplies directly related to the project should be included. Request for equipment (including computers) requires proper justification and plans for future use of the equipment upon completion of the project. Any supplies and equipment purchased by RMATRIX funds are properties of RMATRIX.

In addition to funds, applicants may also request personnel and infrastructure support available through the RMATRIX program including, but not limited to: biostatistics; informatics; RN/study coordination; lab support; IRB/regulatory support; training/education; access to clinical exam facilities; and/or other support.

Selected proposals will be awarded a combination of funds plus infrastructure support; thus, it is anticipated the size of RMATRIX collaboration pilot project awards will vary based upon the scope of the proposed research.

**C. Biographical Sketch (Not to exceed 4 pages for each person)**

Using standard NIH format (<http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc>) please submit a biographical sketch for the Principal Investigator and any additional key personnel, including consultants. Include current research support (source of funds, title of research, period of time covered, specific aims and role of the investigator) for all currently-funded projects and those pending future funding. Please state any areas of potential overlap the proposed project may have with current and pending projects.

**D. Research Plan (Please adhere to page limits; use Continuation Page)**

Please keep these questions in mind as the following items are organized (D.1-D.4)

- What do you intend to do?
- Why is the work important (relation to health disparities, population, etc.)?
- What has already been done?
- How are you going to do the work?

**D.1. Specific Aims (½ page)**

List the goals, long-term objectives and what the specific research proposed in this application is intended to accomplish. State the hypotheses to be tested and relevance to health disparities and HEALTH Initiatives.

**D.2. Background and Significance (2 pages)**

Briefly describe the background/research to date which has lead to the present application. Critically evaluate existing knowledge and specifically identify the need that the project is to fill. Please provide a statement of significance of the project and importance with respect to health disparities by relating the specific aims to the goals and long-term objectives.

**D.3. Preliminary Studies (1 page)**

Provide an account of the Principal Investigator's preliminary studies pertinent to the proposal that will help to establish the experience and competence of the investigator to pursue the proposed project.

**D.4. Experimental Approach and Research Design (2 pages)**

Describe the experimental approach to the research question and state the procedures and methods to be used in achieving the specific aims. Include how the data will be collected, analyzed, and interpreted. ***A timetable for the project is required that targets completion of the proposed project. The timetable should also include plans for abstract and/or publication submission.*** Point out potential problems or obstacles and the proposed plan if the obstacles are encountered.

**D.5. Literature Cited (1 page)**

List all references in numbered-sequence within the text. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. Please limit the references to relevant and current literature pertinent to the proposed research.

**E. Human Subjects (no page limits)**

Please follow the guidelines for documentation of certification for protection of human subjects in accordance with NIH guidelines (<http://grants.nih.gov/grants/funding/phs398/phs398.pdf>; Part II). For

Non-Exempt Human Subjects Research, please include all required sections beginning on Page II-7 of the NIH document. Release of award funds will be contingent on receipt of IRB approval letter(s) and other regulatory documents.

**F. Vertebrate Animals (no page limits)**

Certification for protection for the care and treatment of laboratory animals should be obtained for all applicable projects, in accordance with NIH guidelines. Release of award funds will be contingent on receipt of IACUC approval letter(s) and other regulatory documents.

**G. Consultants (no page limits)**

Include letters from investigators and faculty members confirming and describing their roles as consultants/mentors in the project.

**REVIEW PROCESS**

Proposals will be reviewed by a committee comprised of members and ad hoc members of the RMATRIX Scientific Subcommittee. Projects will be critiqued for significance, innovation and impact; applicant qualifications; research design and potential of success; and budget for the project. The written critiques from reviewers will be summarized in aggregate form and provided to applicants as feedback on their proposals.

**POST AWARD INFORMATION AND REQUIREMENTS**

1. Investigators with applications which are reviewed and scored within the fundable range will be notified by June 30, 2011 of the intention to fund. Release of funds may be contingent on the receipt of IRB approvals, IACUC approvals and/or other regulatory documents (human subjects certification, animal research certification, etc.).
2. A mid-year and final progress report (maximum 2 pages each) will be due **December 30, 2011 (5:00 pm Hawaii Time)** and **June 29, 2012 (5:00 pm Hawaii Time)**, respectively, in electronic PDF format (email to [rmatrixadmin@crc.hawaii.edu](mailto:rmatrixadmin@crc.hawaii.edu)). Failure to submit the mid-year progress report will result in suspension of funds until the report is submitted. Failure to submit the final progress report, including planned abstract submission, will result in exclusion of any of the project personnel from submitting future research applications to RMATRIX for consideration.
3. Investigators will be required to have abstracts submitted to either a Regional/National Meeting or the JABSOM Biomedical Symposium. Copies of submitted abstracts should be sent to RMATRIX (email to [rmatrixadmin@crc.hawaii.edu](mailto:rmatrixadmin@crc.hawaii.edu)) at the same time that the abstracts are submitted to the meeting.
4. Investigators are required to acknowledge the RMATRIX award # **U54RR026136** in all manuscripts, abstracts and presentations resulting from grant-related support.