Application Instructions

VIDEO SPECIFICATIONS

- The video must be two minutes or less in length.
- The video should:
  - Introduce the investigator
  - Define the problem
  - Clearly identify the significance to child health
  - Present the research solution
- The video must be posted on a publically available site (e.g. YouTube, Vimeo). When your video is posted to the host site, please:
  - Disable any options for comments
  - Ensure that the video settings allow download
  - Avoid the use of any copyrighted materials (e.g. background music)
  - DO NOT password protect the video

Using the CH² Form Pages:
The form pages will retain their format by tabbing through the form fields. 
*Pressing ‘Enter’ while in a form field may cause the document format to shift.*

FORM PAGE 1: FACE PAGE

Complete the CH² Face Page. The signature of the PI is required for all applications. Electronic signature is acceptable.

Regulatory Approvals:
If the research involves the use of animals (IACUC) and/or human subjects (IRB), the Investigator must provide a copy of the IACUC and/or IRB approval letter to the awarding institution before award funds will be released. **Note:** ‘Pending’ approvals at the time of application submission are acceptable.

FORM PAGES 2-3: PROJECT INFORMATION

Using the required CH² formatted pages, provide the following:

- **Short project description**, using layman’s terms. This will be used on the website, if awarded.
- **Previous Funding**: If you previously received funding from the RF-CH program for the same project, describe how the proposed project differs from that which was already funded.

List of key personnel/other significant contributors

**Key Personnel** are individuals who contribute to the scientific development or execution of the project in a substantive, measurable way, whether or not salaries are requested. (These individuals will have effort included on the budget or will be a paid consultant.)

**Other Significant Contributors** are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. Unpaid consultants/collaborators should be included if they meet this definition.
FORM PAGES 4A and 4B: BUDGET PAGES

Complete the budget pages (4A and 4B) for the period of 4/1/17-3/31/18. Costs submitted on the Reviewer Summary Budget Page must be identical to those on the Detailed Budget Page with the exception of salary/fringe detail. See page 6 for allowable and unallowable budget items.

Only the Reviewer Summary Budget Page will be shared with reviewers.

BUDGET JUSTIFICATION

Use Arial 11 point font size or larger with .5 inch margins on all sides

- Describe the role of each individual listed on the project.
- Do NOT include salary figures in the justification.
- For non-personnel costs, itemize the expenses and describe how they will be used to conduct this project.

Note that this program does not support requests for no cost extensions or additional years of funding.

BIOSKETCHES

Submit biosketches in the new NIH format for all Key Personnel and Other Significant Contributors. Each biosketch is limited to five (5) pages. A sample form has been provided.

PROJECT DESCRIPTION

Specifications
- Use Arial 11 point font size or larger
- Minimum 0.5 inch for all margins for all pages
  - Figures, Graphs, Diagrams, Charts, Tables, Figure Legends and Footnotes: a smaller font size is acceptable, but it must be readily legible.

The Project Description is limited to a maximum of 3 single-spaced pages (described below, Sections A-D) including all references, tables and/or figures. All headings must be completed.

A. Problem Statement
Concisely state the problem under investigation or the key problem that will be addressed. This may include the hypothesis to be tested and the specific aim(s) to be achieved during the CH² award. The CH² funding program is a seed funding competition, rather than an extramural submission. Applicants are advised that aims be realistic and that the proposed objectives can be achieved during the one year budget period of the grant.

B. Research Strategy
  i) Significance:
     - Explain the importance of the problem or critical barrier to progress in the field.
     - Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in child health or treatment of disease in pediatric populations.
  ii) Solution description:
     - Describe the approach/methodology for developing your solution to the problem including the overall strategy, methodology, and analyses to be used to address the problem.
• Highlight novel aspects of your solution compared to other existing solutions. Explain the current stage of development of the solution or preliminary data that informs the approach.
• Many projects requesting seed funding are in early stages of development. Describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.

iii) Work plan:
• Describe a clear work plan of the research you intend to do in the 12-month project period.
• Establish and outline project milestones.

C. Next Project Stages
Indicate any publications that are anticipated from successful completion of the project. Identify potential funding sources for the next stage of this project. If known, include all four of the following: name of PI for external grant submission; 2) funding agency; 3) funding mechanism; and 4) anticipated date of submission.

D. Bibliography and References Cited
Any references cited must be included in the 3-page project description. Complete references must use the following: names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Follow scholarly practices in providing citations for source materials relied upon in preparing any section of the application.

The references must be limited to relevant current literature and pertinent to the proposed research.

If applicable:

E. Protection of Human Subjects (follow NIH guidelines)
Go to http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/supplemental-instructions-forms-d.pdf for the Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan. Do not use the protection of human subjects section to circumvent the page limits of the Research Strategy. Include a Planned Enrollment Report and a Data and Safety Monitoring Plan, if applicable to your project.

F. Vertebrate Animals (follow NIH guidelines)

G. Select Agent Research
Select Agents are hazardous biological agents and toxins that have been identified by DHHS or USDA as having the potential to pose a severe threat to public health and safety, to animal and plant health, or to animal and plant products. CDC and Animal APHIS Select Agent Programs jointly maintain a list of these agents; see http://www.selectagents.gov/.

If the activities proposed in the application involve only the use of a strain(s) of Select Agents which has been excluded from the list of select agents and toxins as per 42 CFR 73.3, the Select Agent requirements do not apply. Use this section to identify the strain(s) of the Select Agent that will be used and note that it has been excluded from this list. The list of exclusions is available at http://www.selectagents.gov/SelectAgentsandToxinsExclusions.html.

If the strain(s) is not currently excluded from the list of select agents and toxins but you have applied or intend to apply to DHHS for an exclusion from the list, use this section to indicate the status of the request or the intent to apply for an exclusion and provide a brief justification for the exclusion.
If any of the activities proposed in the application involve the use of Select Agents at any time during the proposed project period, either at the applicant organization or at any other Project/Performance Site, address the following three points for each site at which Select Agent research will take place. Although no specific page limitation applies to this section, be succinct.

1. Identify the Select Agent(s) to be used in the proposed research.
2. Provide the registration status of all entities* where Select Agent(s) will be used.
   - If the Project/Performance Site(s) is a foreign institution, provide the name(s) of the country or countries where Select Agent research will be performed.
   "An “entity” is defined in 42 CFR 73.1 as “any government agency (Federal, State, or local), academic institution, corporation, company, partnership, society, association, firm, sole proprietorship, or other legal entity.”
3. Provide a description of all facilities where the Select Agent(s) will be used.
   - Describe the procedures that will be used to monitor possession, use and transfer of the Select Agent(s).
   - Describe plans for appropriate biosafety, biocontainment, and security of the Select Agent(s).
   - Describe the biocontainment resources available at all performance sites.

Questions associated with Select Agent research will need to be addressed prior to award.

H. Consultants
List the names of consultants. Appropriate letters confirming their roles in the project should be included.

I. Resource Sharing
(See PI certification checkbox on Face Page.) If unable to comply with the ICTS Resource Sharing Plan (provided below), include justification.

The ICTS considers the timely release and sharing of unique research resources developed through NIH-sponsored research an important means to enhance the value and further the advancement of the research. When resources have been developed with ICTS funds and the associated research findings published, it is important that they be made readily available for research purposes to qualified individuals within the scientific community. Investigators applying for ICTS assistance are required to affirm that they will share data, research resources, model organisms, or software that will be developed, or to explain why data-sharing is not possible. Investigators are expected to participate in the timely release and sharing of final research data from all studies that are carried out with the assistance and/or support of the ICTS. The definition of “timely release and sharing” is no later than the acceptance for publication of the main findings from the final data set. Shared research data will be required to have "low re-identification potential", by removing the 18 demographic data elements listed by the HIPAA as person-identifiable. More description of NIH data sharing policies is available at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-03-032.html and http://grants.nih.gov/grants/gwas/.
CHECKLIST

- Face Page (Form Page 1)
- Project Specifics, Previous Funding, and Personnel (Form Pages 2-3)
- Reviewer Summary Budget page (Form Page 4A)
- Detailed Budget page (Form Page 4B)
- Budget Justification
- Biographical Sketches (maximum 5 pages each)
- Sections A-D: Research Plan (3-page maximum)
- Sections E-I: Protection of Human Subjects, Vertebrate Animals, Select Agent Research, Consultants, Resource Sharing (Note N/A for non-applicable sections)
- Copy of IRB or IACUC approval letter if project involves human or animal subjects
  (If approvals are marked as “pending” on the face page, this is not applicable)

After converting the entire packet to PDF, include the PI’s name at the top of each page and consecutively number all pages in the application at the bottom of each page.

SUBMISSION PROCESS

Applications are to be submitted via email to ICTS-RF@dom.wustl.edu

Subject line: RF-CH2_Last name_Initial

The email must contain 1) the link to the video and 2) a single PDF attachment of the application, in the order described in the above checklist.

All applications are due by December 12, 2016 at 5:00 p.m. CST.

No entry for this program will be accepted after this date and time (email must be received by this date/time).

QUESTIONS

Scientific Questions:
- Research Forum ICTS-RF@dom.wustl.edu
- Betsy Keath, PhD ejkeath@wustl.edu 314-747-8155

Administrative Questions:
- ICTS Administrative Core ICTS@dom.wustl.edu
- Andi Cox, Grant Specialist II acox23@wustl.edu 314-362-7707
- Jaimee Stagner, ICTS Associate Director - Finance jstagner@wustl.edu 314-362-6325
BUDGET GUIDELINES

ALLOWABLE DIRECT COST ITEMS

Funding will be provided for items essential to the conduct of the project including Personnel, Consultant Costs, Supplies, Patient Care Costs, and Other Expenses. Additional information is provided below.

Personnel

- Allowable personnel expenses include salary and applicable fringe benefits for: the principal investigator, co-investigator(s), postdocs and graduate students if employees receiving a salary, and other professional and technical staff.
- The current NIH salary cap must be used if applicable. Cost sharing of salary is necessary when using the salary cap or in other situations where the effort exceeds the amount of salary being requested.

Consultant Costs

- Provide the names and organizational affiliations of all consultants and provide any expected compensation or other related expenses. When applicable, signed agreements which meet all compliance requirements of the individual grantee organization must be in place prior to any project-related consultant work being performed.

Do not include F&A Costs in your budget.

UNALLOWABLE DIRECT COST ITEMS

Funding will not be provided for the following:

- Administrative personnel
- Stipends for students/trainees
- Tuition or Dependent Tuition Fringe Benefit
- Administrative supplies/services normally considered indirect costs (i.e. office supplies, phone, fax and modem line charges, etc.)
- Equipment
- Travel
- Consortium/Contractual Costs
- Publication Costs
- Office equipment and furniture
- Purchasing and binding of periodicals and books
- Dues and membership fees
- Maintenance/Service Contracts
- Construction, alteration, maintenance or rental of buildings or building space
- Faculty/Staff recruiting /relocation expenses
- Entertainment/Social Expenses
- Pre-award costs
- Any expense contrary to applicant’s institutional reimbursement policies

Note that this program does not support requests for “no cost extensions” or additional years of funding.