Research Forum Application Process

Research projects that emphasize the following cross-cutting research themes established by the ICTS are strongly encouraged to develop research concepts by working with the Research Forum Program:

**Theme 1:** Translate the findings of genetic/genomic research into clinical research and practice

**Theme 2:** Accelerate the development and evaluation of new therapeutics

**Theme 3:** Conduct comparative effectiveness and dissemination and implementation research to improve the transfer of clinical research discoveries into practice

In developing applications to the RF, investigators should generally strive to show a DIRECT or CLEAR LINK to human health or disease for proposals that deal with animal models or in vitro culture systems.

**APPLICATION PROCESS**

Step 1: The PI electronically submits the electronic Pre-Application. The requested information includes an investigator NIH Biosketch and a ½ page project abstract (or Specific Aims page). Alternatively, for a Community Engagement Studio (CES) request, applicants complete the Studio Request Form which asks for a brief project problem statement and the community target population.

Step 2: Response to RF or CES Pre-Applications are within 2-3 business days. The RF Director will assign a Navigator to work with the PI who will consult with the investigator on additional project details.

Step 3: Following review, the PI receives notice of acceptance within one week of submitting the Pre-Application, or an explanation for why the project was not accepted for review by the RF.

Step 4: The PI submits a full RF-Application (3-page limit, 1-page references) describing the research project using an RF project identifier and electronic Application link that will be provided in the acceptance notice. The full Application includes the project description, as well as any co-investigator Biosketches. Materials for the CES are arranged directly with the Community Navigator.

Step 5: After receiving the Application, the RF Navigator provides a presentation template to be completed by the PI and describes preparation for the RF or CES meeting. Using the provided template is essential to maximize the amount of interactive discussion available between the team and the investigator. Guidelines for preparing the presentation are provided.

Step 6: The PI presents project plan to the assembled RF Team or the CES during an interactive 1-hour session and receives oral feedback/guidance on the research idea/project.

Step 5: The PI receives a written report summarizing suggestions/recommendations.

Step 6: If recommended by the RF, the PI, RF Navigator and Director work together to apply for seed funding (small amounts of RF supplemental funding) available for 1 year to assist in project execution.

Step 7: The RF Team reviews project status and progress towards milestones on an as needed basis, i.e., to evaluate 6 month progress when RF supplemental funding is awarded.

Step 8: The ICTS Tracking and Evaluation group will follow RF and CES investigators and projects for ROI—Return on Investment information periodically.