



JUST-IN-TIME (JIT) Core Usage Funding Program

PROGRAM PURPOSE

The intent of the Just-In-Time (JIT) Core Usage Funding Program is to provide quick access to funding to use any of the [ICTS Cores](#) for research advancing medical knowledge that can improve human health. A confirmation from the Director of the ICTS Core is an essential part of the application and must corroborate the service(s) to be provided and the interaction the applicant has had with the Core in determining the relevant services.

This program is designed to support investigators in obtaining final data 1) for developing a clinical/translational proposal to be submitted for extramural funding and/or 2) leading to a concrete improvement in patient care (QA/QI) at Barnes-Jewish Hospital or St. Louis Children's Hospital. Details are required in the application.

PROGRAM PROCESS OVERVIEW

Application Due: 10th Day of Any Month, or first working day thereafter by 5pm CT

Award Decisions: 10th Day of the Following Month, or first working day thereafter
(Note: QA/QI-focused proposals may take longer due to an additional review/approval step.)

Award Start Date: Immediately Upon Notification (PI must submit approved IRB/IACUC, if applicable)

****Step 1:** Investigators submit their application via the online submission system to the core(s) from which they are requesting services PRIOR to the deadline to allow appropriate time for review. We recommend consulting with the core(s) in order to determine the timeline for your application.

Investigators should submit the following information:

1. A project description using Arial 11 point font, single spacing, and ½ inch margins.
2. Quote from the Core for the requested services, if available.
3. An updated Biosketch in the current NIH format for Principal Investigator.

The ICTS JIT Core Usage Funding application site: <http://ictsapply.dom.wustl.edu>

****Clinical Translational Imaging Unit (CTIU) Applications require an additional step at the beginning of the process:**
The PI should first submit their application to the WU Mallinckrodt Institute of Radiology (MIR) and allow additional time for review/approval by the WU MIR Funding Committee. Contact ccir@mir.wustl.edu for instruction. Once the WU MIR Funding Committee approves the application, the PI may then create their online JIT application.

Step 2: Core directors complete their portion of the application and submit to ICTS. In order for the application to be considered for a current deadline, **the core(s) must approve the applications online before 5 pm CT on the 10th of a month** (or the first working day after the 10th). Those received after the 10th will be held until the reviews of the following month.

Step 3: Proposals are administratively reviewed for completeness and will not be forwarded to the Program Committee until all information is collected. Once deemed complete, the proposal is submitted to Committee which includes the ICTS Funding Program Director, Co-Directors, and invited ICTS faculty as subject area experts.

Step 4: Investigators are notified of the committee's funding decision, via email, by the 10th day of the month following the application submission, or first working day thereafter. Refer to "Award Process/Terms" section below.

AVAILABLE FUNDING

Applicants may request up to **\$5,000** from the ICTS for up to 1 year for use of core services.

- If requesting services from the Clinical Translational Imaging Unit (CTIU), the maximum allowable request is \$10,000 due to the availability of matching funds from the WU Mallinckrodt Institute of Radiology (MIR).
- If requesting matching funds from Hope Center, the maximum allowable request is \$10,000; Hope Center membership is required. View additional details [here](#).

APPLICATION REQUIREMENTS

- Applicant must be a registered member of the ICTS. Member eligibility and registration is available at www.icts.wustl.edu. For assistance with registration, contact the ICTS through email, icts@wustl.edu, or by calling 314-362-9829.
- Applicants from WU or its ICTS partner academic institutions must hold a **faculty** level appointment.
- For research fellows or trainees, the mentor (faculty member) must submit the application as PI.
- Describe within the application the trainee-mentor circumstance.
- Employees of BJH, Goldfarb School of Nursing or SLCH (MD, PhD, nurse, or allied healthcare professional) may apply with the permission of their department director. Include letter of support from director in application.
- Applicants may hold only one JIT Core Usage award at a time and total awarded services may not exceed \$5,000* within a 12 month period. (*Maximum for Clinical Translational Imaging Unit (CTIU) services and matching funding from Hope Center is \$10,000.)
- Funds may be requested for services from up to **2 Cores, maximum**, per JIT application.
- The ICTS does not recognize a “multi-PI” model for this program.

CONSIDERATIONS

In developing applications for this RFA, investigators must show there is a DIRECT or CLEAR LINK to human health or disease for proposals that deal with animal models or in vitro culture systems.

AWARD PROCESS/TERMS

A PI receiving approval for an award will be notified of the specifics via email. The awardee must submit all regulatory approvals (IRB and/or IACUC) prior to issuing of award. **Funds will not be allocated to an individual Investigator. Instead, the PI will essentially receive a voucher for the core services requested in the application.**

- Upon completion of a service, each core will issue an invoice to the ICTS Administrative Core (department 003061) and in turn the core will receive direct payment.
 - Invoices must contain the PI's name, JIT# (found on NOA), date(s) of service and a description of services performed.
- Awarded funds will be available to the PI for up to 12 months. JIT funding may only be used for services completed within the project period stated on the NOA and **cannot be used for services received prior to the award start date.**
- The ICTS Administrative Core will track awarded funds and statements will be sent periodically.
- Per ICTS standard policy, 'no cost extensions' are not permitted under the ICTS JIT Funding Program.
- An Investigator will not be awarded services through the JIT program valued at more than \$5,000* within a 12 month period. (*Maximum for Clinical Translational Imaging Unit services and matching funding from Hope Center is \$10,000.)
- The PI must use the support only for the protocol associated with the submitted and approved JIT application.
- Investigators will be asked to complete a **brief survey**, annually for 3 years after the JIT award expires, in order to assist in capturing the Return on Investment (ROI) (e.g. proposal submissions, award, publications, other outcomes, etc.) for this funding program.