

HEALTH NIMHD – RCMi

Addictions Research and Cancer Prevention

Investigator Development Core REQUEST FOR APPLICATIONS (RFA)

HEALTH Center for Addictions Research and Cancer Prevention

The *HEALTH Center for Addictions Research and Cancer Prevention* is pursuing a bold research agenda to address the public health crises that health disparities inflict on our most vulnerable communities. With support from the National Institute on Minority Health and Health Disparities (NIMHD), this national center (Research Centers in Minority Institutions, RCMi) serves as an exemplar for community-engaged research. Acceptable research proposals can be from any of the [translational research stages](#), but should be in line with the Center's focus (research specifically addressing disparities in addictions research or cancer prevention; and/or health equity science in general) and have a clear plan for how results can ultimately translate into work that can be disseminated and implemented to benefit of the community/communities of focus.

PILOT RESEARCH PROGRAM OVERVIEW

The purpose of the pilot research program is to strategically break new ground in addressing disparities in addictions and cancer prevention while leveraging the data to transition into a developmentally appropriate NIH funding mechanism successfully. Mentorship and professional development activities are structured to develop the next generation of health-equity scientists capable of advancing data-driven and culturally responsive breakthroughs in prevention, early detection, diagnosis, interventions, and disseminated resources addressing addictions and cancer prevention.

Although not a requirement, preference will be given to proposals that:

- *have an investigative team that an early-stage investigator leads (e.g., postdoctoral fellows, assistant professors, or associate professors) from a group underrepresented in the health sciences (e.g., racial/ethnic minority, women, individuals with disabilities, and those from disadvantaged backgrounds);*
- *have a strong investigative team that leverages a team science approach by including relevant expertise that spans more than one college at UH and/or scientists in the region – including the Texas Medical Center;*
- *include the active participation of a community-based organization, faith-based organization, and/or service provider (e.g., FQHC) that has a history of addressing health disparities in Texas; and/or*
- *are responsive to [NIMHD](#) funding priorities and advance data-driven and culturally-responsive breakthroughs in prevention, early detection, diagnosis, interventions, and disseminated resources addressing addictions and cancer prevention.*

It is expected that data from funded pilot projects will be used to support strong developmentally appropriate NIH grant applications. Applicants should plan to submit this application within 6-months after completing the pilot study, and should detail potential mechanisms for this submission in their application. These applications should represent a substantial return on investment (e.g., NIH K- and R-series), with planned submission through the *HEALTH Center for Addictions Research and Cancer Prevention*. Applications supporting [HEALTH Research Institute](#) or [RCMI](#) staff, when possible, are encouraged.

GUIDELINES FOR APPROPRIATE PROPOSALS

This RFA is not accepting applications for scientific work funded by other sources or proposals to extend the duration of work already ongoing. Proposals can expand upon prior research by taking it in a new direction or adding novel components; however, the proposal must align with the Center's mission and represent new multidisciplinary science being pursued.

KEY DATES

Letter of Intent Due Date: September 1, 2021 at 5:00 pm

Application Due Date: October 1, 2021 at 5:00 pm

Scientific Merit Review: between November - December

Funding Decisions and NIMHD Approval: between January - February

Earliest Anticipated Award Start Date: February 3, 2022

LETTER OF INTENT

Prospective applicants are strongly encouraged to submit a letter of intent (LOI) 30 days prior to the application deadline. Although a LOI is not required to submit an application, is not binding, and does not require submission of a subsequent application, the information it contains allows the *HEALTH Center for Addictions Research and Cancer Prevention* to estimate the potential review workload and plan for appropriate expertise in the peer review process of the scientific review. A LOI should include the following:

- Descriptive title of proposed research
- Name, address, and telephone number of the Principal Investigator(s)
- Names of other key personnel
- Participating Departments, if applicable
- Participating Community Partners

Please submit the LOI to Dr. Lorraine Reitzel (Lrreitze@Central.UH.EDU). In the e-mail subject line, write: Letter of Intent _ PIs Last Name.

PROPOSAL PREPARATION

The application to this program must be prepared following the requirements outlined below and submitted as a single PDF file via email to HEALTHrcmi@central.uh.edu by the PI's affiliated pre-award research administrator in the College or the Division of Research. The signatures of applicable department chairs and college deans must be provided.

FORMATTING REQUIREMENTS

All documents should be prepared on the US Letter size paper (8.5" x 11") with 1/2-inch margins on all sides, Arial or Georgia font size of at least 11 pt., and single-spaced. A font size of at least 8 pt. must be used for the captions to graphics and tables.

PROPOSAL GUIDELINES

Principal Investigators must be postdoctoral fellows or faculty members at the University of Houston. All submissions must be made by sending a single PDF file to the *HEALTH Center for Addictions Research and Cancer Prevention*: HEALTHrcmi@central.uh.edu.

PROPOSAL COMPONENTS

- **HEALTH Center for Addictions Research and Cancer Prevention Cover Page**
- **Response to Prior Review** (1 pg. max)
 - If this is a resubmission, please provide a point-by-point narrative of how you addressed comments from the prior review of your application.
- **Specific aims** (1 pg. max)
 - Please detail the (1) specific aims of the pilot project, (2) potential to break new ground in addictions and/or cancer prevention, (3) health-disparity being investigated (incl. populations, epidemiological data, and specific mechanism(s) involved – if known), and (4) potential to transition into an independent NIH training or research project.
- **Community Advisory Board (CAB) Form** (1-pg max)
 - Please use plain language to describe the relevance of this research to the RCMC mission;
 - List the community partners you plan to work with – attaching applicable Letters of Support; and
 - Provide a dissemination plan.
- **Research Strategy and Timeline** (i.e., Significance, Innovation, Approach; 4 pg. max)
- **References** (no limit)
- **Public Health Narrative** (2-3 sentences)
 - Please use plain language to communicate the public health relevance of the project to the public.
- **Abstract** (up to 30 lines of text)
 - Please provide a succinct and accurate description of the proposed work that is understandable to a scientifically literate reader. This should include the project's specific aims, research design, methods, and long-term objectives.
- **Request for RCMC resources** (1 pg. max)
 - This could include, but is not limited to, access to core facilities and laboratories; biostatistical services; project design, execution, and dissemination expertise; meeting and storage space; program manager; community education/outreach liaisons; graphics designer; and RCMC investigators.
- **Planned Enrollment Table** ([use NIH format](#); as applicable)
- **Project Budget Template**
 - Please use the UH budget template: <http://www.uh.edu/research/resources/dor-forms/proposal-processing-forms/>
- **Project Budget Justification**
- **NIH biosketches** ([use latest form](#)) of key personnel
 - Please include a leadership plan if a multiple primary investigator (MPI) approach is being proposed. This plan should include a rationale for choosing a MPI approach and detail the governance and organizational structure of the leadership team, communication plans, processes for making decisions on scientific direction, and procedures for resolving conflicts. Additionally, the roles and scientific responsibilities for the research project should be delineated for the MPIs and other key personnel.

Incomplete applications are not accepted for review.

BUDGET GUIDELINES

The project period must not exceed one year, and all expenditures must be made within the project period. The earliest project start date is **02/03/2022**. The allowable budget for all pilot projects will range from **\$30,000 - \$50,000**. Three to five meritorious proposals will be funded in this call for applications. Please note that pilot funding will not be released before a completed compliance review. Failure to receive the appropriate institutional approvals in a timely manner will result in the forfeiture of this award.

Allowable Budget Costs:

- Computational services
- Consulting fees
- Data collection fees, instruments, surveys, and supplies
- Laboratory fees, supplies (disposables), and reagents
- Participant payments
- Animals and/or biological materials
- Essential travel required to execute the project (e.g., mileage; parking; meals, as allowable)
- Research staff or students (including postdoctoral fellows)
- Software (with sufficient justification)
- Publication/open access fees
- Electronics (i.e., computers, laptops, tablets, etc.) *may be allowable* with prior approval from Dr. Ezenenari M. Obasi (RCMI, PI) but must be relinquished to the *HEALTH Center for Addictions Research and Cancer Prevention* at the end of the funding period

Unallowable Budget Costs:

- Equipment
- Faculty salary support
- Food and beverages not travel related
- Indirect cost (IDC) recovery
- Maintenance fees
- Nonessential travel
- Office supplies

PROPOSAL REVIEW CRITERIA AND REVIEW PROCESS

Submission Deadline: 5:00 PM CST; 10/01/2021

Each application will be scored and reviewed according to the current NIH scoring system, ranging from 1 (high impact, exceptional) to 9 (low impact, poor), with scores of 5 being average (moderate impact, good). Reviewers will provide integer scores for the following sections: (1) Significance; (2) Investigator; (3) Innovation; (4) Approach; and (5) Environment. These five scores will inform an Overall Impact score, which will also range from 1-9. Additionally, reviewers will provide an independent score for the following: (1) “Relevance to the RCMI” – reviewed by the Community Advisory Board and based on the published funding priorities; and (2) “Potential to make a breakthrough addressing health disparities in addictions and/or cancer prevention” – based on the Pilot Grant’s likelihood of generating cutting-edge data capable of transitioning into a developmentally appropriate NIH funding mechanism. Finally, reviewers will indicate if they approve the budget as submitted or recommend modifications based on the RFA budget guidelines and/or perceived project needs.

Pilot Grant Review Meeting (November 2021): The Investigator Development Core (IDC) will adopt the NIH study section review protocol to guide the review meeting with two significant exceptions: (1) The applications receiving an initial overall impact score <5 are discussed (with a maximum of 10 applications being discussed); and (2) the PI is allowed to present their application to the scientific review group (SRG). After conflicts are dismissed from the room, each PI will be given 10 minutes to present their science, followed by 5 minutes of Q&A with the SRG. The PI will then be dismissed from the room, and 10 minutes allotted for reviewer discussion. Finally, each reviewer will record their final Overall Impact score on the scoring sheet and submit at the end of the Pilot Grant Review Meeting.

Additional Reviews (December – January): Select documents will also be reviewed by the RCMC Community Advisory Board, with their scores influencing funding decisions. Additionally, please note that the applications the RCMC selects for funding need to be approved by the NIMHD prior to the issuance of a Notice of Award to the PI/Pis.

COMPLIANCE REVIEW

Compliance review by the Research Integrity and Oversight office is required for all research submitted to this program. The review must be conducted within a timely manner, or the funds will be forfeited. Congruency review includes human subjects, animal usage, biological materials (rDNA, human samples, microorganisms, etc.), and radiation (radioactive materials, lasers, and x-rays). All projects involving human subjects must be reviewed and approved by the **Institutional Review Board (IRB)** before the grant cost center will be established. All projects involving the use of animals in research must be reviewed and approved by the **Institutional Animal Care and Use Committee (IACUC)** before the grant cost center will be established. All projects involving biological materials must be reviewed and approved by the **Biological Safety Manager and the Institutional Biosafety Committee (IBC)** before the grant cost center will be established. All projects involving radiation must be reviewed and approved by the **Radiation Safety Officer (RSO) & Laser Safety Officer (LSO)** and authorized by the **Radiation Safety Committee (RSC)** before the grant cost center will be established.

If you plan to prepare your compliance proposals prior to receipt of a notice of award, please contact Dr. Lorraine Reitzel, Lrreitze@Central.UH.EDU, for necessary internal steps to link the application to the Center.

PILOT GRANT PROGRAM WEBINAR AND CONTACT INFORMATION

Feel free to watch our online webinar (15 min) to hear more detailed information about the PGP by clicking [here](#). You can also contact the RCMC at HEALTHrcmi@central.uh.edu with any questions about this request for application (RFA). Applicants are strongly encouraged to watch the webinar on YouTube and meet with the RCMC PI (Dr. Ezemenari M. Obasi, emobasi@uh.edu) or the Director of the Investigator Development Core (Dr. Lorraine Reitzel, Lrreitze@Central.UH.EDU) to learn about RCMC resources and staff, and maximize your proposal's responsiveness to the purpose of this Pilot Grant Program.

HEALTH

NIMHD – RCMI

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Pilot Grant Program Application Cover Page

Year: **Semester:**

Submitting Principal Investigator			
PI Name:		Employee ID#:	
Department:		College:	
Email:		Phone:	
Other Key Personnel, as applicable			
Department:		Department:	
Department:		Department:	
Additional Proposal Information			
Community Collaborators:			
Project Title:			
Total Funds Requested:			

Does this proposal involve:

(Double click the box and check all that apply and provide protocol number if applicable)

- | | |
|--|---------------------------|
| <input type="checkbox"/> Animals | Protocol Number: |
| <input type="checkbox"/> Biological Materials | Protocol Number: |
| <input type="checkbox"/> Human Subjects | Protocol Number: |
| <input type="checkbox"/> Radioisotopes/Lasers/X-Rays | Registration/Sub-license: |

SIGNATURES

Principal Investigator(s) Date

Department Chair Date

Pre-Award Administrator Date

Dean of College Date