

University of Houston/Baylor College of Medicine Collaborative Pilot Grants 2019 Guidelines

Purpose

The University of Houston (UH) and Baylor College of Medicine (BCM) have signed a joint collaboration agreement. As part of this collaboration, the institutions have initiated a pilot grant program to stimulate the development of collaborative research teams composed of investigators from both UH and BCM through targeted investment of seed funds. The goals of the UH/BCM Collaborative Pilot Grants are:

- 1) To promote mutually beneficial partnerships that will lead to productive and long-lasting research collaborations between UH and BCM.
- 2) Kick-start or expand research that has a high likelihood of leading to external funding and peer-reviewed publications.
- 3) Engage UH and BCM trainees in mentored research experiences and team science.

For this pilot round of funding, we anticipate making 8-10 18-month awards at a maximum of \$60,000 each (up to \$30,000 from each institution as separate budgets). Each institution is providing \$250,000 in funding.

Deadlines

Letter of Intent (required): October 11, 2019, 5:00 PM

Full Proposal: November 15, 2019, 5:00 PM

Eligibility

Proposals must include two co-Principal Investigators (co-PIs), one from each campus (UH & BCM). Interdisciplinary teams are encouraged to build capabilities and increase competitiveness. Full-time UH faculty members (tenured, tenure-track, or research faculty) and BCM faculty members (tenured or tenure-track faculty) are eligible to apply. Other investigators at UH/BCM may be listed as co-investigators. The investigative team must include at least one trainee. ***A faculty member may serve as co-PI on only one application.***

Priority Areas

The research proposal may focus on any significant scientific question that permits the formation of a cross-institutional team. High-priority research areas include: (1) Precision Medicine; (2) Population Health; (3) Health Information; (4) Translational Medicine; (5) Science and Discovery; (6) Ethics and Policy Implementation; (7) Cyber and Physical Security; (8) Drug Discovery and Development; (9) Sustainable Communities and Infrastructure; and (10) Health Disparities and Accessibility.

Letter of Intent

A letter of intent is required. The letter of intent must include a tentative title, research question, and a 100-word summary. Both co-PIs and key co-Investigators should be named. The letter of intent will be used to ensure that the research question and investigative team are appropriate and to determine an appropriate review committee. The letter of intent should be submitted by the co-PIs as an email attachment to both Ashok Balasubramanyam at ashokb@bcm.edu and Claudia Neuhauser at cmneuhau@Central.UH.EDU at UH. Please ensure that both parties are copied. **The letter of intent must be submitted no later than October 11, 2019, 5:00 PM.**

Failure to submit a letter of intent will automatically disqualify teams from submitting a full proposal.

Proposal Preparation and Submission

Applications should be prepared using the requirements outlined below. Each application is intended to have a BCM component and a UH component, each including a budget for the work at the respective institution. Funds will be dispersed from BCM to BCM researchers and from UH to UH researchers, so a separate budget for each institution should be provided. When the final grant is completed, the combined research plan, the two budgets and budget justifications should be compiled into a single PDF and a copy should be submitted to the Office of Research at both institutions, i.e., through BRAIN at BCM and through the SharePoint submission link at UH. *Each institution will follow their respective approval processes (see below for details).*

Formatting Requirements

All documents must be prepared on using the US Letter size layout paper (8.5"x11"), with 1-inch margins on all sides, and Arial font size 11 pt. The proposal narrative must have exactly 1.5 line spacing; all other documents may be single-spaced. An Arial font size of at least 8 pt. must be used for the captions to graphics and tables and may be single-spaced. The text in the captions must be legible. Applications that do not follow the formatting requirements will not be reviewed.

Proposal Documents

Cover Page (1 page)

The cover page must identify the proposal title, and name the co-PIs and co-Investigators (Co-Is) together with their affiliations and email addresses.

Abstract/Summary

A 200 word single spaced abstract must be submitted with the proposal.

Proposal Narrative (Up to 6 pages, includes graphics, tables, equations, and formulas)

- a. The following sections must be included:
 - (1) Objectives and Specific Aims
 - (2) Significance and Impact
 - (3) Investigative Team and Expertise
 - (4) Research Methods
 - (5) Timeline and Plans for Grant Submissions: Include specific grant mechanisms and an estimate of the size of the grant that will be pursued.
- b. References Cited are in addition to the 6-page Proposal Narrative and must be single-spaced.

Biosketch(es) (4 pages per investigator)

Provide an NIH-style biosketch for each investigator. Do not include current and pending support in the bio.

Current and Pending Support

Provide a list of current and pending support for each of the two co-PIs, including a clear description of overlap of the proposed research with currently funded research, as well as with proposed research on pending proposals. If the proposal is related to startup funding, indicate the overlap.

Budget

Please work with your affiliated pre-award personnel to generate the budget. *Funding requests may be up to \$30,000 from each institution (total of 60,000, but separated into two requests because each institution will manage its budget independently) depending upon the type and scope of research.*

Support for faculty salaries is limited to \$8,000 per grant, including fringe benefits.

Support for instructional development activities will **not** be considered for this program.

Travel is only allowed if it is directly related to the completion of the research proposal, such as fieldwork, training on new equipment, and related examples clearly justified in the budget request.

Support of trainees is expected unless the trainees have other sources of support, with a focus on cross-institutional activities.

Budget Justification and Fiscal Accountability

A budget justification is required. Budgets will be critically reviewed. All budget items must have written justifications, and the budget must include fringe benefits for salary requests. The intent of this program is to foster research and as such, food and alcohol are not allowable expenses. There is no page limit for the budget justification, but applicants are encouraged to be succinct. Faculty salary must be justified and specified as academic or summer months.

Commitments

This program allows cost sharing or matching. Any financial or tangible commitments must be formally documented. Written commitments signed by the sponsoring unit authorities (i.e., Dean, Center/Core Director, and/or Department Chair) must be submitted when cost sharing or matching is proposed.

Review Process

All applications will initially be checked against the eligibility criteria outlined above. In the cases that eligibility is not fulfilled, applications will be returned without additional review alongside an appropriate explanation. After the initial screening, each accepted proposal will be competitively reviewed and acted upon by a committee composed of faculty from both institutions. The committee will make recommendations to the institutions, who will be responsible for awarding and administering the grant. The institutions reserve the right to review and change budgets and ask for clarifications from potential awardees. Reviewers will be internal to UH/BCM. It is important to ensure that reviewers who are not technical experts in the field of inquiry can understand the proposal narrative. Avoid jargon, unexplained abbreviations, and narratives that are highly technical with no explanation.

Criteria for Award

Each proposal must supply convincing evidence that the following criteria have been met or will be met:

1. The proposed activities must represent high-quality research of significant benefit to UH/BCM and society.

2. A proposal for external funding must be submitted in the identified research area during the 18-month project period.
3. The collaborative team must demonstrate the potential to compete in the designated area by virtue of publication record and prior funding or the potential to be competitive by virtue of other completed research.
4. Trainees with cross-institutional work plans must be included. They do not need to be supported by the grant.
5. The review committee will rank each proposal in five domains on a 1 (highest) to 5 (lowest) scale:
 - a. Impact and innovation of proposed research
 - b. Plan for external grant submission, including the timeline;
 - c. Quality of the Research Methods
 - d. Quality and composition of the institutional collaboration, including Investigator expertise, track record or potential, and use of trainees;
 - e. Long-term prospects for substantive contributions to the selected research area.

Administration and Compliance

Project grants will be administered through each institution's office of sponsored programs, and each institution will ensure that the research is conducted in compliance with all applicable federal, state, local and institutional regulations.

Intellectual Property

All investigators must follow the rules of their respective institutions. Intellectual property arising from work conducted under a Collaborative Pilot Grant shall be administered as follows:

- IP that is developed solely by individuals with an obligation to assign IP rights to BCM shall be owned by BCM;
- IP that is developed solely by individuals with an obligation to assign IP rights to UH shall be owned by UH;
- IP that is developed jointly by at least one individual with an obligation to assign rights to BCM and at least one individual with an obligation to assign rights to UH shall be jointly-owned.
- Inventorship on any patent applications arising from a Collaborative Pilot Grant will be determined in accordance with U.S. laws on inventorship.
- If royalties are generated, they will go to the respective institutions based on the percentage contributions of each institution, as determined under a separately negotiated inter-institutional agreement (IIA) between the Parties.

Deliverables, Reporting, and Acknowledgment

Oral presentation

A symposium during Summer 2021 will be jointly organized by BCM and UH where each investigative team must present the results of the collaboration, explaining the team, the research question, how collaboration across institutions facilitated the investigation, major findings, and grant submission accomplishments.

Grant submission

An external grant proposal must be submitted during the 18-month project period. If the applicant intends to apply for a competition that does not fit this timeframe, an exception must be noted in the proposed time line. An exception can be granted by petition provided this does not delay the

grant proposal submission more than 3 months. A resubmission or a new proposal is expected in the next submission cycle following the receipt of reviewer comments.

It is the responsibility of each award recipient to provide information to the institution concerning all external grant applications that are submitted or awards received because of this funding. Such information must include the date of submission, the title of the project, inclusive dates, agency, total amount requested, and the status of each application.

Publications

Notice must be given of publications or presentations resulting from the award. The grantee must acknowledge institutional support in all publications or presentations resulting from the award in the following manner: "This study was supported by funds from the Collaborative Faculty Research Investment Program of The University of Houston and Baylor College of Medicine."

Proposal Application Procedures, Deadline, and Submission Contact

The final submitted proposal must be a single (1) PDF including each of the sections indicated above, including the budgets as described above.

- For UH investigators, the proposal must be approved by the department chair(s) and/or dean(s) of the department(s)/college(s) involved prior to submitting through the Division of Research's SharePoint. The link to submit the final proposal will be located on the right side of this program's website prior to the submission deadline
 - <http://www.uh.edu/research/funding-opportunities/internal-awards/uh-bcm-grants/>
- For BCM investigators, the proposal will be routed through BRAIN for approvals.

The proposal must be submitted by 5 PM, November 15, 2019.

No late applications will be accepted.

Effective Date Awards

The institutions will make decisions on each proposal and the Provost based on the recommendations of the review subcommittee. All applicants will be notified of the review outcome by February 15, 2020. Awards will be effective May 1, 2020, for 18 months. Extensions are not allowed except in cases that would extend the tenure clock, in which case an extension request can be submitted and will be considered for no more than 6 months.

Questions related to this program can be directed to Dr. Claudia Neuhauser in the UH Division of Research at cmneuhau@Central.UH.EDU and Dr. Ashok Balasubramanyam at Baylor College of Medicine at ashokb@bcm.edu.