APPLICATION AND SUBMISSION INSTRUCTIONS

I. COVER PAGE

Please provide a cover page that includes the following information:

Project Title
Principal Investigators and co-Investigators: Name, Degree(s), Academic Rank, Department/School, Email Address, Telephone Number

II. DESCRIPTION OF RESEARCH PROPOSED (5 PAGES TOTAL, SECTIONS A-D)

A. Research Plan with Specific Aims (up to 3 pages)
B. Description of Research Team (~0.5 page)
C. Plans for Future Funding (~.25 page)
D. If appropriate, plans for use or development of cores including tissue banks (~.25 page) with anticipated use rate and costs included.

Include biosketch for each investigator on the team. Appendix material will not be accepted.

III. BUDGET AND JUSTIFICATION

Provide a one page with categories and justification. (Faculty salary support and travel are excluded). budget and brief narrative justification. The budget should reflect the time, effort and activity commitment from all collaborations (although no salary support will be provided to members).

IV. SUBMISSION OF APPLICATIONS

Application should be submitted to Program Leaders by November 7, 2014. Priority proposals should be submitted to the Executive Committee by December 15.

V. POST-AWARD REQUIREMENTS

1) Submit a Progress Report at the completion of the project;
2) Provide information on plans for funding and any subsequent grant funding associated with the project as well as related publications in each of the succeeding four years;
3) Acknowledge support and institutional affiliation with Case CCC on resulting publications (i.e., This research was supported by pilot funding from the Case Comprehensive Cancer Center (P30 CA043703);
4) Present results at the Case CCC Scientific Series when requested; and
5) Share research and patient data and resources as required by NIH Data Sharing policy.

Please contact Anne Duli (anne.duli@case.edu) if you have questions or need additional information.