Request for Applications

Ohio Brain Tumor SPORE Working Group Pilot Grant

Governing Policies for Pilot Projects

1. Pilot Projects, up to $50,000 direct, will be awarded for one year each with the possibility of a second year funding, pending outstanding progress and development, subject to competitive review with all other pilot projects submitted at that time. Pilot Projects will not be funded by this mechanism beyond 2 years.
2. Pilot Projects must have a translational research focus on Brain Tumors.
3. Pilot Projects are encouraged (but not required) to have two lead investigators with one being basic and the other clinical.
4. At least one specific aim should involve direct patient contact or the study of patient derived materials.

Pilot Project Eligibility

All Case Western Reserve University, Cleveland Clinic, and/or Nationwide Children’s Hospital faculty with an appointment at the Assistant Professor level or higher are eligible to apply for pilot project funding. This includes faculty at all schools throughout the university and/or affiliated healthcare centers.

All applications require department sign off to ensure the investigators have sufficient protected research time and facilities to conduct the proposed research.

Projects may be collaborative with investigators from other institutions especially those with the Ohio Brain Tumor SPORE Working Group, but at least one investigator must be a CWRU, Cleveland Clinic or Nationwide faculty member.

Applicants from CWRU or Cleveland Clinic are not required to be members of the Case Comprehensive Cancer Center at the time of application. However, any CWRU or Cleveland Clinic faculty awarded funding for a pilot research project will be required to become a Cancer Center member and participate regularly in Cancer Center academic activities.
Project Application

**Pilot Project Applications must conform to the following guidelines:** Applicants should follow format in CTSC Webgrants which in general includes the following:

1. Contact information for PI and faculty collaborators
2. Proposal (5 pages) in length (excluding references) as follows: (29,000 characters with spaces, Arial font, 11)
   - Specific aims (1 page)
   - Background and significance (1-2 pages)
   - Experimental Design (2-3 pages)
3. NIH biosketches for all faculty participants
4. Detailed budget in CTSC Budget Format

**Pilot Project Allowable Costs**

Allowable costs are outlined below:
- $50,000 maximum direct cost per year
- Research supplies
- Equipment less than $5,000
- Salary support for post doctoral or technical personnel
- No faculty salary support, travel, journal subscriptions, society memberships, renovations or equipment maintenance contracts are allowed.
- No indirect costs transferred to departments, other schools outside of School of Medicine or other institutions

**Expectation of Funded Projects**
- Establishment of co-investigators-advisors to ensure translational considerations
- Prompt IRB or IACUC application and approval
- Prompt initiation of research project
- Quarterly operational status reports at Ohio Brain Tumor SPORE Working Group Meetings
- Semi-annual presentation of research progress reports
- Annual written progress reports
- Annual presentation at Ohio Brain Tumor SPORE Working Group annual retreat, attended by the Working Group SPORE IAB
- Annual follow-up progress reports of research developments, presentations, publications and progress toward achieving translational goals and independent funding
- Attendance and participation at regular Ohio Brain Tumor SPORE Working Group Meetings
- Attendance and participation in Case Comprehensive Cancer Center annual retreat
- Use of Ohio Brain Tumor SPORE Working Group and Institution Core Facilities where appropriate
- Review by Ohio Brain Tumor SPORE Working Group Biostatistics Core of plans before starting and data before presentation or publication
- Acknowledgement of support by Institution and Ohio Brain Tumor SPORE Working Group in all publications and presentations
Application Submission
The CTSC uses WebGrants online application software.

If this is your first time using WebGrants, you will need to register online at http://webgrants.case.edu. Once you have registered, you will receive an email with your user name and password. The registration process can take up to 24 hours, so applicants are strongly advised to register for an account as soon as possible. Last minute registrations are NOT guaranteed to be approved prior to the deadline. Extensions of the deadline will NOT be given for late registrants.

Researchers should start the web-based application process and become familiar with the system one week prior to the submission deadline. The application may be saved and edited without submission.

- Go to WebGrants (http://webgrants.case.edu/)
- Login
- If you are a new user, you will need to register first (see above).
- Click on “Funding Opportunities”
- Click on “Brain Tumor SPORE Pilot Grant”
- Click on “Start a New Application”
- Fill in the title of your proposal and Click on “Save”
- Click on “Go to Application Forms”
- Complete all forms (can logout and return to complete in multiple sessions). Note: the text of the application must be entered directly into the text field of the Project Summary form in WebGrants. Applications submitted solely as PDF documents will be returned to the applicant.
- Once all forms are completed and conform to form instructions, “Submit” your application no later than December 16, 2013.

Notes
For technical questions related to WebGrants, please contact WebGrants support: webgrants-support@case.edu or call 216-368-4669

More information on the Ohio Brain Tumor SPORE Working Group at: http://cancer.case.edu/research/brain/

More information on the grant application available through Yingli Wolinsky, vxh36@case.edu, 216-368-4305.