

**UAB Comprehensive Cancer Center**  
**Application Guidelines and Instructions**

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**ELIGIBILITY**

- **Applicants:** faculty position at any rank (Instructor, Assistant Professor, Associate Professor, Professor) and leading an independent research program.
- **Purpose:** To support highly meritorious scientific research in cancer. All areas of research, from basic mechanisms to translational projects, to clinical therapeutic intervention to public health and epidemiology, are encouraged. This award is intended to “seed” nascent projects that will become competitive for extramural funding with the data generated as result of receiving pilot funds.
- **Funding:** This award is limited to a maximum of **\$50,000** for a 12-month period. There will be four awards.

**GUIDELINES AND INSTRUCTIONS**

Proposal guidelines and instructions are based on the NIH R21-type grant application. Prepare your proposal by using the attached application forms.

**General Information**

- Complete the grant application forms as indicated, except for the program- specific instructions listed below.
- The UAB extramural checklist is not needed, and does not require full UAB OGCA signatures (“walk-through”).
- Items pertaining to Human Use and Animal Use must be addressed.

**Format**

- Use Arial typeface, font size 11 points.
- A smaller type size is acceptable for figures, graphs, charts, etc.
- Use one-half inch margins (top, bottom, left and right) for all pages (.05).
- The application should be single-spaced.

**Arrange the application as follows:**

1. **FACE PAGE:** In box 8, under “official signing for Department,” enter the name of the Chair of the principal investigator’s primary department. The Chair should sign on line 9, “signature of official named in 8”.
2. **PROJECT SUMMARY/ABSTRACT:** Insert a brief description of your project.

3. **SENIOR/KEY PERSONNEL:** List any consultants/collaborators in the “Other Significant Contributors” section. Era commons user names are not required
4. **TABLE OF CONTENTS:** Insert page numbers after application is completed.
5. **DETAILED BUDGET:** Modular budget is not acceptable. See below for allowable expenses. Do not list any personnel with percent effort unless salary is budgeted.
6. **BUDGET JUSTIFICATION:** Describe roles of key personnel and explain any unusual budget requests.
7. **BIOGRAPHICAL SKETCHES:** For principal investigator and all other key personnel listed in Senior/Key Personnel. Please use the new format: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html>.
8. **RESEARCH PLAN:**
  - A. **Specific Aims (one page)**
    - State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
    - List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
  - B. **Research Strategy (6 pages)**
    - (a) **Significance**
      - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
      - Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
      - Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
    - (b) **Innovation**
      - Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
      - Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.

- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

**(c) Preliminary Studies**

Preliminary data may be included, if available

**(d) Approach**

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. If applicable, include how the data will be collected, analyzed, and interpreted, as well as any resource sharing plans as appropriate.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
- Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

*Note:* If there are multiple Specific Aims, you may address Significance, Innovation, Preliminary Studies and Approach for each Specific Aim individually or for all of the Specific Aims collectively.

**C. Human Use Approval** must be filed with the UAB Institutional Review Board (IRB) for all proposals involving studies of human samples or data. Funding cannot be activated until certification of UAB IRB human use approval has been received. Complete guidelines and forms for human use are available at the website [www.uab.edu/irb](http://www.uab.edu/irb), or from the IRB Director's office, AB 470, phone 4-3789.

**D. Animal Use Approval** must be filed with the UAB Institutional Animal Care and Use Committee (IACUC) if animals are planned for study, at the time of submission. Funding cannot be activated until certification of UAB animal use approval has been received. Guidelines and forms are available at the website [www.uab.edu/iacuc](http://www.uab.edu/iacuc) or from the IACUC Director's office, VH B-10, phone 4-7692.

**E. Occupational Health and Safety (OHS)** registration must be filed at the time of submission. See [www.uab.edu/ohs](http://www.uab.edu/ohs) for guidelines and forms.

**F. Literature Cited**

- Manuscripts and/or abstracts accepted for publication but not yet published may be cited.
- Do not include unpublished theses or abstracts/manuscripts that have been submitted for publication or are pending acceptance for publication.

**BUDGET:** Indirect costs are not applicable.

The following types of expenditures are **allowable**:

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research
- Publication costs, including reprints
- Cost of computer time
- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project
- Equipment costing less than \$2,000 (**excluding computers**)
- Registration fees for scientific meetings

The following types of expenditures are **not** allowed:

- Construction or building maintenance, major alterations
- Dues and membership fees in scientific societies
- Travel
- Honoraria and travel expenses for visiting lecturers
- Non-medical services to patients
- Office and laboratory furniture
- Office equipment and supplies, including computers and peripherals
- Per Diem charges for hospital beds
- Purchasing and binding of periodicals and books
- Recruiting and relocation expenses
- Rental of office or laboratory space
- Salary of the Principal Investigator, other faculty or of secretarial/administrative personnel
- Tuition

**SUBMISSION:** Please submit **one complete electronic version (PDF)** of the application.

Scan all signed form pages and documents. It is recommended that the Research Plan section be directly converted into PDF using Adobe Acrobat software (instead of scanning), so that figures and diagrams retain original color and resolution. Assemble the entire electronic application, in the order indicated above, all together into one PDF.

**E-mail the electronic application (PDF) to: [sruppert@uab.edu](mailto:sruppert@uab.edu)**

**The electronic version must be received on May 8, 2017**

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**REVIEW OF APPLICATIONS AND AWARDS:** Applications will be reviewed by UAB faculty. Awards are projected to start July 1, 2017. *Awards cannot be activated until all applicable UAB human use, animal use, and OHS reviews have been completed.*

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**CONTACT** for questions about preparation and submission of applications:

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