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DATE: November 4, 2014

TO: PROSPECTIVE APPLICANTS

SUBJECT: UC Davis LARRC Pilot Grant Application Instructions

The University of California, Davis Latino Aging Research Resource Center (UCD LARRC) invites applications for pilot research grants with support from the National Institute on Aging (NIA) for up to \$25,000 each. This funding is subject to modification contingent on NIH funding. These grants are available to researchers who are interested in studying issues broadly related to Latino cognitive health and related healthcare.

The attached information provides the guidelines, specifications, and process for the submission of an application and review of the application.

To be eligible for consideration, applications must:

1. Be received by the UCD LARRC no later than 5:00 p.m. (PT), March 2, 2015.
2. Be delivered via email in PDF format to: Jayne La Grande at Jayne.lagrande@ucdmc.ucdavis.edu

Inquiries about the RFA or the UCD LARRC should be directed to Ladson Hinton, M.D. at (916) 734-3485, Charles DeCarli, M.D. at (916) 734-8413.

REQUEST FOR APPLICATION

UCD LATINO AGING RESEARCH RESOURCE CENTER PILOT RESEARCH FUNDS

I. ACTION TIMETABLE

DATES

Due date and time for applications	March 2, 2015 at 5:00 p.m. (Pacific Time)
Completion date for evaluation of proposals by the Review Panel	April 15, 2015
Notification of awards	July, 2015
Earliest anticipated start date	July 1, 2015

II. BACKGROUND

The mission of the UC Davis Latino Aging Research Resource Center (UCD LARRC), one of seven Resource Centers for Minority Aging Research (RCMAR) nationwide, is to reduce disparities in cognitive health, impairment, related healthcare services and caregiving in older Latinos and their families and to promote diversity in the research workforce.

The UCD LARRC has been funded by the National Institute on Aging as one of 7 Resource Centers for Minority Aging Research since 2012 to promote mentoring and support to diverse junior faculty in the area of minority aging. The UCD LARRC has a particular focus on research that broadly addresses broadly Latino cognitive health and related healthcare, including studies of risk factors, clinical and community-based interventions and service utilization.

Successful pilot applications will be submitted to the NIA for approval with the annual progress report on May 1, 2015. This award brings considerable resources to the community of clinicians and scientists who are interested in studying issues related to Latino cognitive health and related healthcare. The Center is based at the University of California, Davis in the Department of Psychiatry and Behavioral Sciences.

This funding mechanism is intended to allow an investigator the opportunity to develop preliminary data sufficient for an application for independent research support. It is designed for postdoctoral (with faculty appointment by 7/1/2015) or junior faculty level investigators. Investigators are eligible only once for this pilot support. Pilot studies are typically limited to a nonrenewable single year of support.

III. OBJECTIVES

The UCD LARRC supports research which contributes to an improved understanding of a variety of issues related to Latino cognitive health. Therefore, applicants are invited to submit research proposals in the area of Latino cognitive health directed toward basic or clinical biomedical, translational, epidemiological, caregiving, healthcare services, educational or behavioral research. These awards are designed as pilot research projects, which are aimed at generating data to support future research applications.

IV. RESOURCES

Pilot applicants may present their research proposals at LARRC Research meetings for feedback prior to submission. Please contact Edward Elizarraras at 916-734-8781 or edward.elizarraras@ucdmc.ucdavis.edu to schedule a presentation.

The Center has a strong biostatistical support. Faculty members Laurel Beckett (labeckett@ucdavis.edu), Dan Mungas (dmmungas@ucdavis.edu), and Dan Tancredi (djtancredi@ucdavis.edu) are available to consult with pilot applicants. Ladson Hinton (ladson.hinton@ucdmc.ucdavis.edu) can be researched regarding support for pilot applicants that utilize qualitative methods. Investigators are strongly encouraged to consult with one of these faculty members prior to submission.

V. APPLICATION INFORMATION

A. FUNDING SCOPE AND TIME PERIOD

During Academic Year 2015-2016 the UCD ADC intends to award two grants for Alzheimer's disease-related research, each in the amount of approximately \$25,000 (direct costs) for a one year period. Indirect costs will be applied at the rate of 54%. The amount is subject to change depending on availability of NIH funding awarded to the parent grant.

B. APPLICANT ELIGIBILITY

Investigators of pilot grants must be eligible to hold Principal Investigator status on NIH funded projects at the University of California, Davis or other academic institution in the United States.

Projects may involve multiple investigators, but the maximum award as stated above still applies.

Applicants who have previously received awards from the UCD LARRC are not eligible to apply for new research projects. Renewals of existing projects will not be considered.

VI. APPLICATION REQUIREMENTS

The final application should use the current PHS 398 form (Rev. 08/12), with a total page limitation on Sections 1 through 4 of the Research Plan of 5 pages. Instructions for using the PHS 398 form should be followed except as specifically noted below. This web site will provide downloadable forms and instructions for the new PHS 398 forms: <http://grants.nih.gov/grants/forms.htm>. Attachments, appendices, and exhibits should be used sparingly.

A. FACE PAGE (NIH 398 fp1)

Fill in completely. The contract period shall be for one year (July 1, 2015 through June 30, 2016). The indirect cost rate is limited to 54% of the direct costs. Institutional approval is not required.

B. PROJECT ABSTRACT (Description and Personnel – NIH 398 fp2)

Provide an abstract or summary of the proposal in compliance with PHS 398.

C. BUDGET AND BUDGET JUSTIFICATION

1. Prepare a detailed line-item budget for the contract period (not to exceed 12 months) using the NIH format in the PHS 398 instructions and the Detailed Budget for Initial Budget Period.
2. The contract term shall be from July 1, 2015 through June 30, 2016. Requests for no cost extensions may be considered with appropriate justification.
3. Funds may be used for the costs of personnel, equipment, subcontracts/consultants, and general expense.
4. The budget should include effort and personnel costs for the principal investigator.
5. Prepare a brief Budget Justification explaining the proposed costs.

D. BIOGRAPHICAL SKETCH

Include a biographical sketch of all professional staff. Please use the NIH Biographical Sketch form (Rev. 08/12).

E. RESOURCES AND ENVIRONMENT

Provide a statement of the resources and facilities of the applicant using PHS 398 forms.

F. RESEARCH PLAN

The proposal should contain a narrative limited to the PHS 398 format. See PHS 398 instructions. Instructions given with this form, including the sections on 1) Specific Aims; 2) Background and Significance; 3) Progress Report/Preliminary Studies; and 4) Research Design and Methods should be followed. Sections 1 through 4 should not exceed 5 pages. PHS 398 instructions for the remainder of the proposal, including section on human and animal subjects, should be followed, as applicable.

G. TARGETED PLANNED ENROLLMENT TABLE

If the project proposal includes human subjects, the proposal must include the PHS 398 form Targeted Planned Enrollment Table to be considered (Rev. 08/12).

H. LITERATURE

Please limit the literature cited to 2 pages.

I. LETTERS OF SUPPORT

Letters of support should be included (e.g. from Department Chair or identified mentors) and will be considered in evaluating the application.

Applicants are encouraged to contact Jayne La Grande (jayne.lagrande@ucdmc.ucdavis.edu) for any questions about these application requirements.

VII. SUBMISSION REQUIREMENTS

- A. Submit a proposal as specified in Section VI guidelines above in PDF format.
- B. Submit the proposal to Jayne La Grande at jayne.lagrande@ucdmc.ucdavis.edu
- C. Proposals must be received no later than 5:00 p.m. (PT), March 2, 2015.
- D. Proposals do not require UCD institutional approval.

VIII. REVIEW PROCESS

Applications satisfying the conditions set forth in the RFA will be forwarded to the Review Panel for assignment. Additionally, external reviewers with expertise in the subject matter of the proposals submitted will be sent applications for external written review.

Each proposal will be evaluated using the following criteria:

1. The purpose of this program is to stimulate research and provide funding to new investigators in the direction of studies of Latino cognitive health and related healthcare. Thus, factors which will be important include: (a) the likelihood that the proposal will successfully compete for further funding (b) the quality of data generated by the project which could be used to support a larger application (c) the potential for follow-up studies to be performed if the work is accomplished successfully (d) the investigator's interest and commitment to the field of Latino cognitive health research and (e) the ability of the investigator to achieve successful outcomes in bringing the project to fruition as documented in the letters of support for the investigators by their department, mentors and peers. Thus, it is very important for the investigator to clearly state where the results of the work will lead, and what sort of subsequent work will be performed on a larger scale project to follow up on the pilot results.
2. The overall scientific merit of the proposal. Applications will be reviewed by a panel of experts, selected from both the Davis campus and nationally recognized experts, with technical expertise in the field of each application represented on the review panel.
3. The goal of this program is to bring new investigators into the field of minority aging research, not to support established and more senior faculty. The principal investigator must meet the criteria for a new investigator. For purposes of this application, a new investigator is defined as one who has not previously received federal research support. The budget should include effort and personnel costs for the principal investigator.
4. Mentoring is an important part of the pilot program. All applicants should identify 1-2 primary mentors, at least one of whom should be a core member of the LARRC (see website for a list of faculty). In addition, applications should describe the mentoring plan, including the roles of mentors and frequency of meetings (in-person or by phone). For applicants outside of UC Davis, it may be advantageous to identify one mentor from the host institution and one from LARRC.
5. Successful applications should include plans for both career development and obtaining future extramural (e.g., NIH, PCORI) funding.

VIII. REPORTING REQUIREMENTS

1. Grantees will be expected to provide the UCD LARRC administration with a progress report, due by April 1, 2016, including a description and assessment of the work accomplished as well as subjects enrolled, if appropriate. An Inclusion Enrollment Report is also required indicating gender and ethnicity of those enrolled.
2. Grantees are expected to participate in the LARRC mentoring program and monthly works-in-progress meetings. Participation in the works-in-progress meetings can be via videoconferencing for scholars at distant sites.
3. Research utilizing human or animal subjects must be reviewed and approved by the relevant Institutional Review Board committees. This can be done after the review is completed.