

# DIABETES RESEARCH CENTER PILOT & FEASIBILITY AWARDS APPLICATION GUIDELINES

## General Guidelines

- NIH [PHS 398 \(08/12\)](#) non-modular format (see below for specific instructions).
- An entire copy of the proposal must be e-mailed as a single pdf document to [kmuehlha@dom.wustl.edu](mailto:kmuehlha@dom.wustl.edu) by 5 pm, July 31, 2015. Subject line: "PFP APPLICATION"
- Applications do **NOT** need to go through the Grants & Contracts office.

## Applicant Eligibility

- Each pilot & feasibility study proposal should state clearly in an accompanying cover letter the justification for eligibility of the investigator under one of three criteria:
  - New faculty members involved in diabetes-related research who have not yet obtained independent funding. Applications from these individuals are most likely to be supported by this mechanism.
  - Established investigators involved in diabetes-related research who propose feasibility studies clearly not related to previously supported research.
  - Established investigators not involved in diabetes-related research who propose feasibility studies related to diabetes.
- An important eligibility criterion for the DRC P&F awards is that the individuals to whom awards are made must hold a faculty appointment and be independent investigators. For those applicants who hold a mentored award (e.g., NIH K01, K08, Scientist Development Grant, etc.) or who have indicated that a senior scientist will serve as a mentor, the application should be accompanied by the mentor's other support page and a letter from the mentor stating that the proposed project is independent of the mentor's research program.

## Budget Guidelines

- Grants of up to \$50,000/year (direct) with the possibility of a second year of funding are typically awarded. A second year of funding will be contingent upon demonstration of successful progress. If requesting two years of funding, both years of funding should be requested in the initial application.
- It is expected that the Grantee will use the full amount of funding awarded during each one-year term of the award. Special permission is required to carry forward remaining funds at the budget year-end and is not automatically granted.
- Up to 10% salary support for faculty will be considered, so long as this amount does not exceed 25% of the total award.
- The budget may not include funds for computers, software, travel, journal subscriptions, memberships to professional societies or the purchase of general reference materials (i.e., books, manuals).
- Budget year should begin December 1, 2015.

## Outside Reviewers

- Include a list of six recommended reviewers, outside Washington University, who are free of conflict of interest. Do not include collaborators, co-authors, or mentors. Please provide name, position, institution, address, phone number and email.

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**Application should include the following PHS398 (08/12) Form Pages (in order):**

Link to NIH forms: <http://grants.nih.gov/grants/funding/phs398/phs398.html>

- **Face Page (fp1)**
- **Description/Abstract (fp2)**
- **Detailed budget (fp4)**
- **Budget for entire period with justification (fp5)**
- **NIH Biosketch (5 page limit) (Include PMCID numbers for publications, see link below regarding NIH Public Access Policy): [New NIH Biosketch](#)**
- **Other support (continuation page)**
- **Resources**
- **Body of the Application: Specific Aims and Research Plan that together do not exceed 5 pages (including tables and figures, excluding references). Please address Significance, Innovation, and Approach. Use NIH Continuation pages for this section.**
- **Appendix is required and must include (in order):**
  1. Cover Letter from applicant stating eligibility.
  2. Letter from Department Head or Division Chief endorsing the project.
  3. Mentor's letter and other support page, if required. See above eligibility guidelines.
  4. Regulatory Approvals: where applicable, please secure the approval for the proposed project from the Human Research Protection Office, Animal Studies Committee, Environmental Health & Safety, and/or Radiation Safety.
  5. List of (6) Outside Reviewers with contact information on a separate page.

## **Requirements for Pilot & Feasibility Award Recipients**

- DRC support will be acknowledged on all publications related to Pilot & Feasibility Award (P30 DK020579).
- Comply with NIH Public Policy: <http://publicaccess.nih.gov/>
- Recipients will present posters at the annual Washington University Diabetes Day Symposium held each November.
- Recipients will assist the DRC in collecting follow-up data regarding their career progression.

**Questions: Contact Karen Muehlhauser at: [kmuehlha@dom.wustl.edu](mailto:kmuehlha@dom.wustl.edu)**