



**QUEEN'S PILOT RESEARCH STUDY GRANT  
2017 REQUEST FOR PROPOSALS**

**Release Date: 12/19/2017**

**Letter of Intent (LOI) Due Date: 1/16/2018**

**Application Due Date: 3/31/2018**

**Anticipated Notice of Award Date: May/June 2018**

**Projected Start Date: 7/01/2018**

**Purpose**

The Office of Research & Development (ORD) announces the 2017 Request for Proposals (RFP) for the Queen's Pilot Research Study Grant (QPRSG) to support basic, translational and clinical research conducted at The Queen's Medical Center (QMC). The QPRSG encourages studies designed to generate results to support proposals for larger scale and extramurally-funded follow-up studies. The overall goal of the program is to provide funds for high-quality multi-disciplinary research that will support the continuance of patient care excellence as stated in QMC's Vision: *"To be the preeminent health care system of the Pacific, providing superior patient care that is continually advanced through education and research."*

**Award Budget**

Applicant budgets are limited to **\$25,000** in direct costs but must reflect the actual needs of the proposed project. Indirect costs are not allowed under this RFP. Allowable budget items include personnel salary (except the Principal Investigator (PI)), research-related supplies, computer, travel, fee-for-service work, shipping, small equipment (less than \$1,500), and publication costs that are directly related to the proposed project. Subawards to non-QMC entities are not allowed.

**Award Period**

The maximum award period is **eighteen (18) months**. If a proposed project involves animal or human subjects research, the protocol must be submitted for review to the respective Queen's Animal Care Committee (ACC) or the Research and Institutional Review Committee (RIRC) at the time of grant application. ACC or RIRC approval must be obtained within the first thirty (30) days of the award period.

**Eligible Principal Investigators**

- QMC medical staff, full-time employees or part-time employees
  - One (1) QPRSG proposal submission per PI will be accepted, including applications involving multiple PIs.
  - PIs may not have an active QPRSG award.
  - Applicants with research topics aligned with QMC quality and patient safety initiatives will receive special consideration.
  - Applicants that pledge to submit one (1) extramural grant application utilizing QPRSG-supported data through QMC within one (1) year after QPRSG completion will receive
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special consideration. Please identify specific funding opportunities through federal, state, or other granting agencies.

- Applicants that pledge to mentor a student for the Summer Research Internship (SRI) will receive special consideration. Go to <https://ord.queens.org/sri> or contact Lori Tsue ([Itsue@queens.org](mailto:Itsue@queens.org) or 691-4121) for more information on the SRI program.

### **Letter of Intent (LOI)**

Submit digital PDF of the LOI to [dtani@queens.org](mailto:dtani@queens.org). Paper submissions will not be accepted. Applications without a timely submitted LOI will be administratively rejected. The purpose of the LOI is to invite a review panel which has the expertise to evaluate submitted proposals. On the LOI, include the following information:

1. Title of proposed project
2. Name and contact information of the PI(s)
3. A short narrative describing the project (300 words maximum). Include any anticipated use of human or animal research subjects.
4. State whether the proposed study has gone through a feasibility assessment ascertaining that resources needed to perform the study are available. Indicate which departments have been approached to this effect (e.g. pharmacy, DLS, research nurse support, appropriate research departments, etc.).

### **Grant Application**

Submit digital PDF of the application package to [dtani@queens.org](mailto:dtani@queens.org). Paper submissions will not be accepted. There will be an administrative review for non-compliance with the application instructions/format.

Document sections and page limits are aligned with NIH R21 instructions (format single spaced, 11 point Arial, 0.5 inch margins, paginated):

1. Cover Letter (include title of project, PI(s) name and department)
  2. Abstract (max. 600 words)
  3. Lay Summary (max. 50 words)
  4. Specific Aims (max. 1 page; Rationale, Hypothesis, Goal, Aims, Summary of Relevance to Human Health)
  5. Research Strategy (max. 6 pages: Significance, Innovation, Approach, Preliminary Data (if any), Research Design & Methods, Timeline)
  6. References
  7. Facilities and Other Resources
  8. Equipment
  9. Budget (PHS 398, Section 4.4, Form Page 4: Detailed Budget for Initial Budget Period)
  10. Budget Justification
  11. Biographical Sketch for PI(s) and Key Personnel (PHS 398, Section 4.6, Biosketch Format Page).
  12. Human Subjects Research: follow NIH R21 instructions (PHS 398, Sections 5.5.5-5.5.9)
  13. For Human Subjects Research using a drug, a biologic or a device: include documentation (such as package insert, IND brochure or IFU manual)
  14. Animal Subjects Research: follow NIH R21 instructions (PHS 398, Section 5.5.10)
  15. Documentation or evidence of RIRC or ACC protocol submission
  16. Letter(s) of Support (collaborators, collaborating institutions, consultants, etc.)
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### PHS 398 Instructions and Fillable Forms

<https://grants.nih.gov/grants/funding/phs398/phs398.html>

### Reporting

- An Interim Report is due to ORD by April 1, 2019 to assess the study progress.
- A Final Report is due to ORD no later than ninety (90) days after the award period ends. A PI with an outstanding final report will not have their proposal reviewed.
- In addition, PIs are required to present the results of the research at an ORD Translational Research Conference.

### Contact Information

Dawn Tani · Sponsored Programs Office · [dtani@queens.org](mailto:dtani@queens.org) · 691-7921

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