SF BUILD
enabling full representation in science

Request for Applications: Fall 2018 SF BUILD Mini-Grant

BACKGROUND
The overall goal of the SF BUILD project is to transform education, research, training, and mentoring at San Francisco State University (SFSU) by creating an intellectually affirming environment where students, who are historically underrepresented in science, and their faculty mentors can thrive. (http://sfbuild.sfsu.edu).

One of the aims of SF BUILD is to enable and empower faculty members to succeed as part of the NIH-funded workforce. Through award of this mini grant, we hope to provide faculty with the resources for data gathering and analysis to produce preliminary data for successful NIH grant applications.

FALL 2018 MINI GRANT
SF State faculty whose research relates to health inequities in communities in San Francisco Bay Area are encouraged to apply for the Fall 2018 BUILD mini-grant. Subject matter can range from basic biologic mechanisms to community interventions and studies relevant to policy development. Proposals should involve SF State students and encourage a sense of giving back to local communities. Priority will be given to proposals that address issues of social justice and health inequities that are relevant to SFSU students and their communities. A UCSF faculty collaborator is required. Furthermore, applicants are required to meet with SF BUILD's technical writer (Lauren Kaplan, PhD. Email: lauren.kaplan@ucsf.edu) during the application process.

FUNDING
We will be awarding mini-grants of up to $40,000 each for up to 4 successful applicants. Allowable costs include reimbursed release time, student compensation, mentor honoraria, supplies, and travel. Funding is for a 12-month period [Approximately, December 1, 2018 through November 31, 2019].

STUDY AREAS OF INTEREST EXAMPLES
- Descriptive studies of major health problems in San Francisco for which there are important disparities in risk factors, behaviors and outcomes.
- Mechanistic studies of biologic pathways that contribute to disparities (e.g., stress pathways, behavioral practices).
- Pilot intervention studies aimed at modifiable risk factors, health system practices or policies that sustain health inequities over time.
- Community engagement studies to advance health promotion and education activities addressing health inequalities.

Consistent with the goals of SF BUILD, we will give priority to proposals that encourage student participation in ways that promote their scientific aspirations to give back to their communities.

2018 REQUEST FOR APPLICATIONS (RFA) TIMELINE

RFA Released	March 23st
General Information Session *RSVP to castiyo@mail.sfsu.edu by April 5, 2018*	April 12th, 11-12PM
Meet with SF BUILD's technical writer: Lauren Kaplan, PhD lauren.kaplan@ucsf.edu	Prior to May 30th
Mini Grant Application Due *Submit applications to Yazmin.Carrasco@ucsf.edu*	Aug 14th, 11:59PM
Notification of Provisionally Accepted Applications by SF BUILD	Aug 28th
Technical Assistance Sessions for Provisionally Accepted Applications	Aug 30th - Sept11th
Revised Applications Due *Submit revised applications to Yazmin.Carrasco@ucsf.edu*	Sept 15th, NOON
Submission and approval by NIH	
Award Notifications	Oct 13th *
Earliest Start Date for Research	Dec 1st

Date may change pending NIH Office approval.

APPLICATION COMPONENTS & LENGTH

(1) Use NIH PHS 398 forms and format.

(2) Format: Font should be Arial 11. Where applicable, single space, 0.5-inch margins, including figures and tables. Biosketches, Other Support Page, and Planned Enrollment report should follow the NIH format/forms.

(3) Face Page (Form Page 1, and page 2, if relevant), budget forms (Form Page 4 for budget and page 5 for budget justification. Budget should include personnel, reimbursed release time (RRT), and other costs (amounts should match throughout). Include all investigators in the project and their expertise or interests. http://grants.nih.gov/grants/funding/phs398/398_forms.pdf.Biosketches: (http://grants.nih.gov/grants/forms/biosketch-blankformat-Forms-D.docx) (may not exceed 5 pages).

(4) Specific Aims
State concisely the goals of the proposed research in two or three aims. Summarize the expected outcome(s) and in particular how the project can lead to NIH funding

(5) Research Strategy Section
Organize the Research Strategy in the specified order of the instructions provided. Start each section with the appropriate section heading – Significance, Innovation, Approach. 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. Cite references in a separate "References Cited" section using a citation sequence system where superscript numbers are used and references are numbered in the list in the order they first appear in the text.

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 concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

Innovation, what is new about this project? 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 intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).

Approach. Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims in this project. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. The methodology section should include population, dataset or materials to be used, and data collection process. The analysis section should describe the analytic plan and methodology.

Outcome: Described the expected product of the project (a publication, pilot data for a larger grant, an evaluation, etc.).

References: References cited section: (no page limit).

(6) Letters of Support (if relevant, no page limit)

(7) Other Support page (http://grants.nih.gov/grants/funding/2590/2590othersupport.doc)

(8)   Planned Enrollment Report (https://grants.nih.gov/grants/forms/phs-inclusion-enrollment-report.htm)(NIH formats).

(9) Student Mentoring Plan (up to 1 page). How will students participate? PI's should include information about the mentoring approach/strategy and their experience with mentoring students from diverse backgrounds and/or in the relevant area of science.

(10) Protection of Human Subjects Plan, including risk to human subjects, adequacy of protection against risk, potential benefits of the proposed research to human subjects. This plan should also include inclusion of women and minorities, and including of children. See specific instructions in PHS 398 guide. (http://grants.nih.gov/grants/funding/phs398/phs398.pdf)

(11) IRB requests and/or approvals at SFSU– this project title should match the Face Page (outlined in #1), and Human Subjects Training Certificates for all key personnel.

(12) If your project will use vertebrate animals, you will need the vertebrate animal section and approval from the NIH Institutional Animal Care and Use Committee - https://grants.nih.gov/grants/olaw/GuideBook.pdf.
    Sample Vertebrate Animal section: https://grants.nih.gov/grants/olaw/vaschecklist.pdf

(13) Authentication Plan for Biological and/or Chemical Resources

MENTORING

If needed, UCSF faculty mentors may assist during the application process. Mentors may be identified by the applicant or with the assistance of SF BUILD leadership (Bob Hiatt, MD., PhD. Email: Robert.Hiatt@ucsf.edu) who will link topic or research area of interest with potential UCSF faculty. Mentors will be available to help with development of the application.

REVIEW PROCESS

Scientific Merit Review

Proposals will be peer-reviewed for scientific merit by a four-person panel of faculty (from UCSF). Criteria will be based on standard assessments of significance; approach, innovation, investigators, environment and budget, and likelihood that project can lead to further funding.

Applicants whose proposals are provisionally accepted (pending NIH program office approval) will be offered an opportunity to refine and integrate reviewer comments. One-on-one technical assistance will be provided as needed.

In addition to scientific merit, funding will be prioritized to those projects that:
- provide research training opportunities for students
- have an existing and/or pending IRB approval
- leverage core research facilities (http://sfbuild.sfsu.edu/content/core-facilities), and
- otherwise advance the goals of the SF BUILD project.
  - Awardees success in advancing these goals will be measured by the SF BUILD evaluation team using relevant project metrics that include student, faculty, and institutional level measures.

The revised applications recommended for funding will be forwarded to NIH for final review and approval.

CONTACT INFORMATION

General Questions
Esperanza Castillo
SF BUILD, Institutional Development Core
castiyo@mail.sfsu.edu

Technical Assistance and Application Support
Lauren Kaplan, PhD
Technical Writer
lauren.kaplan@ucsf.edu

Application Submission
Yazmin Carrasco, PhD
SF BUILD, Institutional Development Core
Yazmin.Carrasco@ucsf.edu

No applications will be accepted if received after midnight of August 14, 2018