



## Request for Applications: Fall 2017 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 this mini grant, we hope to provide our faculty with the resources for data gathering and analysis to produce preliminary data that is often needed for successful NIH grant applications.

### FALL 2017 MINI GRANT

SFSU faculty whose research relates to health inequalities in communities in San Francisco are encouraged to apply for the Fall 2017 BUILD Mini-Grant. Proposals should involve SFSU students and encourage a sense of giving back to the communities. A UCSF faculty collaborator is required. Priority will be given to proposals that address issues of social justice and health inequalities that are relevant to SFSU students and their communities.

### FUNDING

We will be awarding mini-grants of up to \$40,000 each to 4 successful applicants. Allowable costs include reimbursed release time, student compensation, supplies, and travel. Funding is for a 12-month period [Approximately, November 1, 2017 through October 31, 2018].

### 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 scientific aspirations of undergraduate students.*

## 2017 REQUEST FOR APPLICATIONS (RFA) TIMELINE

RFA Released	March 15 <sup>th</sup>
General Information Session <i>RSVP to <a href="mailto:sasfaha@mail.sfsu.edu">sasfaha@mail.sfsu.edu</a> by April 5, 2017</i>	April 12 <sup>th</sup> , 11:15-12PM
Mini Grant Application Due <i>Submit applications to <a href="mailto:Christina.Rios@ucsf.edu">Christina.Rios@ucsf.edu</a></i>	Aug 14 <sup>th</sup> , 11:59PM
Notification of Provisionally Accepted Applications	Aug 28 <sup>th</sup>
Technical Assistance Sessions for Provisionally Accepted Applications	Aug 30 <sup>th</sup> - Sept 11 <sup>th</sup>
Revised Applications Due <i>Submit revised applications to <a href="mailto:Christina.Rios@ucsf.edu">Christina.Rios@ucsf.edu</a></i>	Sept 15 <sup>th</sup> , NOON
Award Notifications	Oct 13 <sup>th</sup> *
Earliest Start Date for Research	Nov 1 <sup>st</sup>

*\*Date may change pending NIH Office approval.*

Additional writing support is available on June 1-2<sup>nd</sup> to interested applicants during an offsite writing retreat in Sonoma, CA. Contact [sasfaha@mail.sfsu.edu](mailto:sasfaha@mail.sfsu.edu) for details.

## 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](http://grants.nih.gov/grants/funding/phs398/398_forms.pdf). Ignore all other form pages in this packet that are not specified above.
- (4) Specific Aims  
State concisely the goals of the proposed research and summarize the expected outcome(s), in particular how the project can lead to NIH funding. 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.
- (5) Research Strategy Section  
Organize the Research Strategy in the specified order and using the instructions provided. Start each section with the appropriate section heading – Significance, Innovation, Approach. Cite references in a separate “Bibliography and 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. 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.

Bibliography and References cited section: (no page limit), Biosketches (<http://grants.nih.gov/grants/forms/biosketch-blankformat-Forms-D.docx>) (may not exceed 5 pages).

Other: Somewhere in the application make sure you have described the expected product of the project (a publication, pilot data for a larger grant, an evaluation, etc.).

- (6) Letters of Support (if relevant, no page limit), Other Support page (<http://grants.nih.gov/grants/funding/2590/2590othersupport.doc> ), Planned Enrollment Report (<https://grants.nih.gov/grants/forms/phs-inclusion-enrollment-report.htm> )(NIH formats).
- (7) 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.
- (8) 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> )
- (9) 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.
- (10) 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>
- (11) Authentication Plan for Biological and/or Chemical Resources

## 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

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### Technical Assistance and Application Support

Irene Yen, PhD, MPH  
SF BUILD, Faculty Co-Investigator  
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### Application Submission

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*No applications will be accepted if received after midnight of August 14, 2017*