



Request for Applications of Mini-Grants for Fall 2016
REVISED July 2016

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 in which students who are typically underrepresented in science and their faculty mentors can thrive (<http://sfbuild.sfsu.edu>). One specific aim is to enable faculty to succeed as part of the NIH-funded workforce. Preliminary data is often needed for successful NIH grant applications and small grants can enable data gathering and analysis. *This Request for Applications in year 3 of BUILD announces that, we will be awarding mini-grants of \$20,000 each to 3 successful applicants.* Funding is for a 12-month period [November 1, 2016 through October 31, 2017]. (Mini-grants will also be available in years 4 and 5, but may focus on additional objectives.)

In this year, we seek SFSU faculty applicants whose research relates to health inequalities in communities in San Francisco. Proposals should involve SFSU students and encourage a sense of giving back to the communities. Priority will be given to proposals that address issues of social justice and health inequalities that are relevant to SFSU students and their communities.

Examples of study areas that are of interest to SF BUILD are:

1. Descriptive studies of major health problems in San Francisco for which there are important disparities in risk factors, behaviors and outcomes.
2. Mechanistic studies of biologic pathways that contribute to disparities (e.g., stress pathways, behavioral practices).
3. Pilot intervention studies aimed at modifiable risk factors, health system practices or policies that sustain health inequities over time.
4. 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.

Request for Applications

Release date: April 4, 2016; **Revision released July 15, 2016**

Due date: August 15, 2016

Funding to Start: November 1, 2016 for one-year.

Funding level: \$20,000 total costs. Allowable costs include reimbursed release time, student compensation, and supplies.

Application Components and Length:

There will be a two-phase application and review process. In Phase I a full submission packet is not required. Components, which will also be part of the Phase II submission are as follows:

- (1) PHS 398 Face Page (Form Page 1, and page 2, if relevant), budget forms (Form Page 4 for budget and page 5 for budget justification), Specific Aims (1 page), and research strategy section (6 pages maximum) (see additional information below). 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. Ignore all other form pages in this packet that are not specified above.
- (2) 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).

Application 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.

Specific Section Information:

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.

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.

- (1) **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.
- (2) **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).
- (3) **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.

- (1) **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.).

If your submission is chosen for Phase II, the following components will be required:

- (1) [opportunity to revise from Phase I submission] PHS 398 Face Page (Form Page 1, and page 2, if relevant), budget forms (Form Page 4 for budget and page 5 for budget justification), Specific Aims (1 page), and research strategy section (6 pages maximum). Budget should include personnel 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
- (2) [opportunity to revise from Phase I submission] 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).

New/Additional Components in Phase II:

- (3) 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).
- (4) 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.
- (5) 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>)
- (6) 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.
- (7) 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>.

Review Process

Phase I: Scientific Merit Review

The initial pool of *Phase I proposals* will be peer-reviewed for scientific merit by a four-person panel of faculty (two from SFSU and two 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.

Phase II: Final Refinement

Proposals deemed to meet the scientific merit criteria in Phase I will be invited to submit a

Phase II proposal. This will include the consideration and integration of local reviewers' comments from Phase I, and an opportunity to refine proposals, including assurance that they meet all NIH technical specifications. Applicants in Phase II will be asked to attend a workshop on refining and integrating reviewer comments, and will have one-on-one technical assistance, as needed.

Phase II applications will again be peer-reviewed by a four-person panel of faculty (two from SFSU and two from UCSF). The applications recommended for funding will be forwarded to NIH for final review and approval.

In addition to scientific merit, funding will be prioritized to those projects that 1) provide research training opportunities for students; 2) that have an existing and/or pending IRB approval; 3) that leverage core research facilities (<http://sfbuild.sfsu.edu/content/core-facilities>), and 4) that otherwise advance the goals of the SF BUILD project. In fact, 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.

Approximate Timeline

August 15, 2016	Initial applications due
September 6, 2016	Applicants notified if they have been accepted to Phase II
Week of September 12, 2016	Workshop & technical assistance sessions
October 3, 2016	Revised Phase II applications are due
October 21, 2016	Award Notifications
November 1, 2016	Earliest Start Date

Questions: Address questions by email to:

Leticia Márquez-Magaña, PhD
SF BUILD, Lead PI
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For Technical Assistance and Application Support: Address questions by email to:

Irene Yen, PhD, MPH
SF BUILD, Faculty Co-Investigator
Irene.Yen@ucsf.edu

Submit applications to: (no applications will be accepted if received after midnight of August 15, 2016)

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