



Request for Applications: 2021 SF BUILD Pilot Project

APPLICATION COMPONENTS & LENGTH

Letter of Intent

Prospective applicants need to submit a letter of intent (LOI) stating the following:

- Short- and long-term career and research goals.
- How this pilot project award will benefit your future career goals.
- Include one prospective UCSF faculty mentor that has a grant eligible for a diversity supplement and with whom you would like to work.
 - To select prospective mentors with eligible grants you can find a list [here](#). For additional information on the eligible grant, you can utilize [NIH reporter](#).
 - If necessary, SF BUILD leadership (Bob Hiatt, MD., PhD. Email: Robert.Hiatt@ucsf.edu) may assist in identifying prospective mentors. Dr. Hiatt can help link topic or research area of interest with potential UCSF faculty.
 - If you already have a faculty mentor with an eligible grant for a diversity supplement state as much in your LOI.
 - Please note that projects that involve clinical trials are not allowed and will not be funded under this opportunity.
- Describe the research project and how it aligns with your research interests.
- Describe how your background and skills can contribute to the research project.
- This supplement allows for research opportunities for students from underrepresented backgrounds. Discuss how your anticipated project will address issues of social justice and health inequities that are relevant to students at SF State and their communities.
- Current & prior grant funding.
- Publications.

Format: The LOI should not exceed three pages (including tables and figures), single space, 0.5-inch margins and font should be Arial 11.

Submission: Submit letter of intent to Yazmin Carrasco, PhD at Yazmin.carrasco@ucsf.edu by September 1, 2020 11:59pm.

Finalist selection: A subset of prospective applicants will be selected to advance in the application process. You can find more details on the review process section below. Finalists will be invited to submit a complete pilot project application.

Pilot Project Application

Finalists that enter the second stage of the application process will submit the following components:

1. Specific aims
2. Applicant eligibility statement
3. Proposed period of support
4. Biographical Sketch of applicant and principal investigator
5. Proposed budget and justification

6. Research Plan
7. Career development Plan
8. Mentorship Plan

Detailed information on specific aims, statement of eligibility, biographical sketch of the applicant, budget and budget justification, research plan, career development plan and mentorship plan can be found below:

Specific Aims (One page)

- 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 an NIH diversity supplement.

Statement of Eligibility (One page)

- Clearly present information on citizenship.
- Explicit information on the nature of the applicant's disability, circumstances, background, or characteristics that confer eligibility under this program;
- A description of any current or previous Public Health Service (PHS) research grant support the applicant has received, including start and end dates. State if the applicant has received any current or previous PHS support; if the applicant has, include the grant number and inclusive dates of support.

Biographical Sketch of the applicant (not to exceed 5 pages)

- In the personal statement section, the applicant must describe the applicant's career goals, both immediate and long term. If awarded pilot project funding, applicants are strongly encouraged to submit career stage-appropriate grant applications during or at the end of pilot project support. Statements should include plans to develop such applications.

Biographical Sketch of principal investigator (not to exceed 5 pages).

Budget and Justification

- The requested annual salary must be in accordance with the [NIH postdoctoral pay scale](#) and the guidelines of your institution. Fringe benefits are provided in addition to salary, and should be in accordance with the fringe benefits provided to other postdoctorates at the awardee institution.

Research Plan (not to exceed 3 pages including figures and tables)

- A description of the specific research project. The Research Plan must be within the original scope of the parent award; present evidence that the proposed experience is appropriate for the stage of the individual's career; and significantly enhance the individual's research potential, while furthering the individual's ability to pursue a research career. Note: projects or specific aims deleted during the initial peer review of the parent grant may not be proposed as the research basis for research supplement support.
 - Organize the Research Plan 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).

Career Development Plan

- The applicant will prepare a detailed Career Development Plan that will include objectives, benchmarks, and associated timelines.
- The Career Development Plan should also include plans for transition to the next stage of the applicant's career level. A projected timeline delineating specific research milestones and other activities (e.g. timeframe for development and submission of an independent research application, type of grant application, anticipated publications, grantsmanship workshops, training in responsible conduct of research and ethical conduct of research and training in animal and human subjects' protection, if applicable).

Mentorship Plan

- Student Mentoring Plan (up to 1 page). Applicants should describe how their proposal will provide research experiences for SF State students, specifically from underrepresented backgrounds. Applicants should include information about the mentoring approach/strategy and their experiences with mentoring students from diverse backgrounds and/or in the relevant area of science.

Format: single space, 0.5-inch margins and font should be Arial 11

REVIEW PROCESS

Letter of Intent Review

Letters of Intent will be reviewed by SF BUILD leadership. Criteria will be based on: (1) scientific merit (2) alignment of the proposed study with issues of social justice and health inequities (3) thorough description of short- and long-term career and research goals (4) gaining of new skills and training during the proposed pilot project that will expand the applicant's previous training (5) previous evidence of scientific achievements such as publications and securing funding.

Scientific Merit Review

Pilot project 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 SFBUILD 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.

2021 REQUEST FOR APPLICATIONS (RFA) TIMELINE

RFA Released	June 12 th , 2020
General Information Session Session 1: July 17 th from 10am-11am Session 2: July 17 th from 3pm-4pm RSVP at https://bit.ly/RSVPInformationSession	July 17 th , 2020
Letter of Intent (LOI) Submission Submit LOI to Yazmin.Carrasco@ucsf.edu	September 1 st , 2020
LOI Finalist Selection	Sept 17 th , 2020
Finalists Meet with SF BUILD's technical writer: TBD	Prior to October 1 st , 2020
Second Information Session for Finalists	October 14 th , 2020
Pilot Project Application Due Submit applications to Yazmin.Carrasco@ucsf.edu	December 1 st , 2020 11:59PM
Notification of Provisionally Accepted Applications by SF BUILD	December 17 th , 2020
Technical Assistance Sessions for Provisionally Accepted Applications	January 11 th to January 29 th , 2021
Revised Applications Due Submit revised applications to Yazmin.Carrasco@ucsf.edu	February 1 st , 2021, NOON
Submission to NIH	March 1 st , 2021
Award Notifications	March 15 th , 2021 *
Earliest Start Date for Research	May 3 rd , 2021 ^t

**Date may change pending NIH Office approval.*

CONTACT INFORMATION

General Questions

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Associate Director at UCSF, SF BUILD
Yazmin.Carrasco@ucsf.edu

Technical Assistance and Application Support

Audrey Parangan-Smith, PhD
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Application Submission

Yazmin Carrasco, PhD
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Yazmin.Carrasco@ucsf.edu

No applications will be accepted if received after midnight on December 1st, 2020.