



# Pilot Study Program *Guidelines*

# PILOT STUDY PROGRAM GUIDELINES

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# Rivkin Center Pilot Study Program Guidelines

## PURPOSE

Funding for innovative approaches to scientific questions can be difficult to find as these new ideas may not yet be mainstream in the scientific community. In order to foster these novel ideas the Rivkin Center for Ovarian Cancer funds promising pilot studies in ovarian cancer each year. The discoveries from these studies lay the groundwork for major research initiatives and allow scientists to further pursue research ideas through highly competitive national government grants necessary to complete these projects.

Funding is open to investigator-initiated projects in all areas of ovarian cancer research. In addition, projects designed to analyze data from already funded clinical trials will be considered.

## OVERVIEW

### *Eligibility*

Investigators at the assistant, associate or full professor level (or equivalent) are encouraged to apply, subject to guidelines of the applicant's home institution. Each individual may only submit one Pilot Study or Scientific Scholar Award application to the Rivkin Center per year. A project that has no significant change in specific aims or scope may only be resubmitted once to the Rivkin Center.

### *Duration of Award*

Pilot Study Awards will have a duration of 1 calendar year (12 months) unless otherwise negotiated with and agreed to by the Rivkin Center.

### *Amount of Award & Allowable Expenses*

We expect to fund multiple projects each year. The maximum budget for each project is \$75,000. The funds provided are considered an award and, therefore, institutional overhead and indirect costs will not be funded.

Applicants may budget for salary support, materials, supplies, consumables, travel costs for scientific meetings, and other expenses as justified. Budget and budget justification must be included with the application.

### *Application Submission*

All application materials should be submitted through proposalCENTRAL (<https://proposalcentral.altum.com>) by **the application due date (December 3, 2018, 5 PM Eastern Time)**. Applicants who do not already have an account in proposalCENTRAL must register for an account prior to beginning application. . Once logged into proposalCENTRAL, search for Rivkin Center in the Grant Opportunities tab and select "Pilot Study Award."

The application must be validated to ensure all materials have been submitted. Signature pages must be printed for a wet signature (not an electronic signature) from the named institutional official which can then be uploaded. To ensure a successful submission has taken place, confirm that the status of the application has changed to “Submitted.”

#### *Application Format*

The following sections of the application must be completed online (<https://proposalcentral.altum.com>):

- **Title Page**—Recommended limit for the project title is 125 character
- **Applicant/PI**—Only one PI can be designated. Co-PIs may be added under Key Personnel.
- **Institution & Contacts**—Information for institution and authorized grants office official
- **Key Personnel**—Indicate Key Personnel on project and respective roles
- **Scientific Abstract** (3000 character max including spaces)—A description of the proposed project for scientific audiences
- **Lay Abstract** (1500 character max including spaces)—A description of the proposed project for non-scientific audiences
- **Budget Period Detail and Budget Summary**—Detailed budget and justification for salary support, materials, supplies, consumables, travel costs for scientific meetings, and other expenses as justified. The 12 month budget period start date is April 1 and end date is March 31 of the following year.
- **Other Support**—Current support for the PI must be filled out on the Applicant Professional Profile. Applicant may indicate overlap with current project.
- **Organizational Assurances**—Projects that include human subjects or vertebrate animal research must fill out this section. Additionally, any human subjects or vertebrate animal approval forms may be also be uploaded.

The following sections of the application must be uploaded as PDFs to proposalCENTRAL:

- **Biographical Sketch for PI and Key Personnel** using template on proposalCENTRAL (2-page limit per person)
- **The Scientific Proposal** should be no more than five pages in length addressing each of the following areas: Specific Aims, Background and Significance, Preliminary Results (if available), and Research Design and Methods (Arial or other acceptable font, 11 point minimum, 8.5” x 11” paper, 0.5” margins). All tables, figures, and images must fit within the five-page limit and be legible. References should be included and are not counted as part of the five-page limit. Additional materials (e.g. published papers, submitted manuscripts, letters of support, summary of facilities and resources, etc.) will not be considered.

- **Signature Page (face page) signed**—Signature pages must be printed for a wet signature (not an electronic signature) by the authorized institutional official. The signed Signature Page must then be uploaded on proposalCENTRAL.

## **REVIEW OF APPLICATIONS**

### *Process of Review*

Pilot study applications will undergo initial review by the Rivkin Center directors to confirm that the applications are complete and to assign appropriate and qualified reviewers.

Each application will be assigned a minimum of two reviewers with applicable expertise who will each provide anonymous written reviews. Reviewers will use the 9-point National Institutes of Health scoring system to review proposals. Reviewers will abstain from reviewing or scoring any proposal that presents a conflict of interest.

Applicants may request a copy of the reviewers' comments at the completion of the grant competition.

### *Evaluation*

The following review criteria will be applied during the evaluation:

- Hypothesis rationale and research strategy
- Demonstration of independence and originality
- Scientific relevance and impacts of the research outcomes
- Innovation and importance of research problem proposed
- Adherence to principles of ethical research

## **CONDITIONS OF AWARD**

### *Start Date*

The annual start date will be April 1 unless otherwise specified by the Rivkin Center.

### *No-Cost Extension*

A request for a no-cost extension period may be submitted via proposalCENTRAL no later than 30 days prior to the completion of the funding year. Carry forward of funds is not available.

### *Changes to a Funded Scientific Plan and/or Budget*

Substantial changes made to a scientific plan and/or budget on a grant that has already been funded must be made via proposalCENTRAL before any changes are implemented. Changes to any budget line item of 20% or more must be requested via proposalCENTRAL by the awardee and approved by the Rivkin Center before changes are made.

### *Reporting*

A final scientific report, final financial report, and lay abstract must be provided within 90 days after the completion of the funding period via proposalCENTRAL. Any unexpended funds must be returned with the final reports to the Rivkin Center unless otherwise directed by the Center. A letter of reminder will be sent 60 days prior to the completion of the funding period.

### *Presentation of Work to the Rivkin Center*

In addition to all annual and/or final reports, award recipients are highly encouraged to present results from the funded project at the next forthcoming Rivkin Center Ovarian Cancer Research Symposium following the completion of funding. After completion of the funded project, award recipients who are chosen, by a peer-review process, for oral presentation of Rivkin-funded work at the Symposium are eligible to compete for a travel stipend from the Rivkin Center to help defray specific expenses associated with attending the Symposium. Travel stipends will only be made to the award recipient and not to a substitute.

### *Publications and Presentations*

Award recipients are highly encouraged to publish and present the results of their Rivkin-funded projects. Recipients are required to acknowledge funding support by the Rivkin Center in all papers, presentations, exhibits, press releases and/or proposals that reference Pilot Study work using the following statement or its equivalent: "This research was supported (in part) by a grant(s) from the Rivkin Center for Ovarian Cancer."

Copies of publications, news releases, articles, and other published materials which are developed in connection with the award must be provided to the Rivkin Center prior to publication, or as soon after as is practical.

Award recipients are also encouraged to use pilot study results into full-scale funding applications to outside agencies such as the National Institutes of Health and the Department of Defense.

### *Additional Recognition*

The Rivkin Center for Ovarian Cancer should be recognized as an award-granting organization in public documents such as annual reports and websites, where applicable.

### *Transfers*

#### Change of Institution

If the principal investigator moves institutions, a request to transfer the grant must be submitted via proposalCENTRAL. The request should include the following:

- Reason for departure
- Effective date and period of change
- Plans for the continuation of the project
- Letter from the current institution stating its willingness to relinquish the grant.
- Name of new institution along with letter stating its willingness to accept the grant and conditions of the award

The funds may be transferred only after approval of the Rivkin Center. Otherwise, funds must be returned to the Rivkin Center with a final accounting within 30 days of the principal investigator leaving the institution.

#### Change of Principal Investigator

In most cases a grant will terminate when the principal investigator is unable to oversee the grant. However, the investigator of original institution may request that the grant be continued under a new principal investigator in proposalCENTRAL. Requests must include the following:

- Reason of change of principal investigator
- Qualifications and appropriateness of new investigator
- Plans for the continuation of the project
- Letter from initial investigator stating willingness to transfer grant (if possible)
- Letter from new investigator stating willing to accept the grant and conditions of the award

The funds may be transferred only after approval of the Rivkin Center. Otherwise, funds must be returned to the Rivkin Center with a final accounting within 30 days of the departure of the principal investigator from the grant.

#### *Termination*

Awards may be terminated before the end of the project based on any of the following:

- Principal investigator requests in writing that the award be terminated
- Principal investigator is unable to carry out the research
- Principal investigator changes significant aspects of the award from its original intent without prior approval from the Rivkin Center
- Annual report/final report not received in timely manner as specified in conditions of award
- Principal investigator or associates found to have committed scientific misconduct or fraud

### **MISCELLANEOUS**

#### *Website & Newsletter*

The Rivkin Center retains the right to feature Pilot Study recipients and their funded studies on its website, related newsletters and social media channels.

#### *Post-Funding Monitoring*

The Rivkin Center retains the right to follow-up with award recipients once a year for 5 years after funding is complete to request a brief annual report on outside funding received as a result of pilot study findings. Final and annual reports will help the Rivkin Center monitor its own success of the Pilot Study Program.

*Impact on Future Applications*

Failure to submit final report, annual reports, or written requests in a timely manner can adversely impact future chances of receiving funding.

*Non-Discrimination Policy*

The Rivkin Center does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, or sexual orientation in administering its scientific, research, and educational programs.