Bridge Funding Program
Guidelines

BRIDGE FUNDING PROGRAM GUIDELINES

TABLE OF CONTENTS

Rivkin Center Bridge Funding Program Guidelines

PURPOSE

The purpose of Bridge Funding is to allow researchers to produce data needed to substantiate their proposal resubmission to federal funding agencies for a promising new research project. The Rivkin Center for Ovarian Cancer provides interim funding of up to $30,000 to researchers who have submitted an R01 or R21 proposal to the National Institutes of Health (NIH) or an original proposal to the Department of Defense (DoD) pertaining to ovarian cancer and who have not received, but were close to, a fundable score.

Investigator-initiated projects in all areas of ovarian cancer research are eligible. Special consideration will be given to research that has clinical applicability.

OVERVIEW

Eligibility
Investigators at all levels are encouraged to apply, subject to guidelines of the applicant's home institution.

1. Unfunded first submission NIH R01, R21, K08, K23, and K99 proposals (no A1 or A2 proposals) as well as original DoD proposals are eligible for consideration.

2. NIH proposals must be eligible to be resubmitted using the current title and proposal number. Since DoD does not have a mechanism for resubmissions per se, the new submission should have the same research focus and similar aims as the original unfunded proposal.

3. NIH proposals must have scored in the 20th percentile or lower, and DoD proposals must have scored less than 2.5.

4. Only current proposals will be considered. Proposals must have received their agency score within the past 9 months.

5. Proposals must require at least six months of additional research work prior to resubmission to federal funding agency. Please do not apply if you are immediately resubmitting.

Duration of Award
Bridge Funding Projects must have a duration of at least 6 months prior to resubmission to federal funding agency.

Amount of Award & Allowable Expenses
We expect to fund multiple awards each year. The maximum budget for each project is $30,000. 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, 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 (May 10, 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 "Bridge Funding Award."

Applications will only be accepted during the window in which the competition is open. Applications received after the deadline will not be considered. The spring competition will open March 14 and close at 5 PM Eastern Time on May 10. The autumn competition will open September 1 and close at 5 PM Eastern Time on October 15. Once completed, 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

- **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. Start and end dates for spring application budget period are June 1 and November 30, respectively. Start and end dates for fall application budget period are December 1 and May 31, respectively.

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)

- **Scientific Proposal Summary** that includes three components:
    - o **Abstract** describing the rationale, specific aims, and general methodology of the project (not more than one page)
    - o **Explanation of the potential impact** of this research on the understanding, prevention, diagnosis, and/or treatment of ovarian cancer (not more than one page)
    - o **Discussion of how the funds from the Rivkin Center will be used to address the score-driving issues** raised in the Summary Statement from the reviewers (not more than one page). Please be sure to include the expected date of resubmission to NIH or of new submission to DoD**.**

- **Copy of the original proposal** to NIH or DoD

- **Copy of the reviewers' Summary Statement** evaluating the proposal submitted to NIH or DoD together with responses to the Statement's critiques

- **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.

Additional materials (e.g. published papers, submitted manuscripts, letters of support, summary of facilities and resources, etc.) not originally part of your federal application will not be considered.

REVIEW OF APPLICATIONS

Process of Review

Bridge Funding 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. Written reviews will not be available from reviewers. All reviewers will meet to evaluate proposals and provide recommendations for funding. Reviewers will abstain from reviewing or scoring any proposal that presents a conflict of interest.

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
- Consideration of Summary Statement from prior review process

CONDITIONS OF AWARD

Start Date

The start date will be June 1 for applications received by the April 15 deadline. The start date will be December 1 for applications received by the October 15 deadline.

No-Cost Extension

A request for a no-cost extension period may be sent via proposalCENTRAL to the Rivkin Center 30 days prior to the completion of funding. 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 an award that has already been funded must be made via proposalCENTRAL to the Rivkin Center before any changes are implemented. Changes to any budget line item of 20% or more must be requested in writing 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. The outcome of the resubmission must also be reported to the Rivkin Center via email to Kiran.Dhillon@swedish.org. 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 at a Rivkin Center Ovarian Cancer Research Symposium should the resubmitted application be funded by the federal agency.

Publications and Presentations

Award recipients are highly encouraged to publish and present the results of their Rivkin-funded award. Recipients are required to acknowledge funding support by the Rivkin Center in all papers, presentations, exhibits, press releases and/or proposals that reference work made possible by Bridge Funding. The following statement or its equivalent should be used: "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.

Additional Recognition

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

Transfer due to 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.

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 Bridge Funding 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 additional funding received as a result of Bridge Funding findings. Final and annual reports will help the Rivkin Center monitor its own success of the Bridge Funding 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.