CENTER FOR GASTROINTESTINAL BIOLOGY AND DISEASE
Pilot/Feasibility Grant Application Instructions

Use the grant application template found on the CGIBD website for your proposal.
https://gicenter.med.unc.edu/pilot/login.php

Type and formatting

Applications should be in Arial 11 pt font (Helvetica for Mac users). Figures, including color figures, may be included if the figures and legends are readily legible. Application pages should be numbered at bottom and the principal investigator's name should be at the top right corner of each page; the grant application template provides for these elements.

The NIH biosketch format is available at https://grants.nih.gov/grants/forms/biosketch.htm

Cover Page (includes applicant information, project title, and institutional approval if not from UNC-CH).

Pilot/Feasibility grant applications from institutions outside The University of North Carolina at Chapel Hill, must have institutional approval from an Authorized Signing Official. Please use the Cover Page found in the grant application template for this purpose.

Approvals (IRB and/or IACUC) *Animal & human subjects*: If vertebrate animals or human subjects are used in the proposed research, the investigator must have IRB or IACUC approval. You need not have the approval prior to applying. However, if the grant is awarded, we will not release funds until we have a copy of the approval letter. The approval must list the same title and PI as the title and PI of the proposed P/F project. In addition, investigators proposing research involving human subjects must have completed the CITI course in human subjects research which can be found at:
https://about.citiprogram.org/en/series/human-subjects-research-hsr/.

ABSTRACT – 30 lines of text or less

PROJECT NARRATIVE – 2-3 sentences max

RESEARCH PLAN

(Sections "1" through "7" should total not exceed 4 pages)

1. Specific Aims

2. Significance

3. Innovation

4. Approach

5. Relevance of Proposed Project to the GI Field and CGIBD themes

6. Anticipated Use of DDRCC Cores (https://www.med.unc.edu/cgibd/cores/)

7. Future plans for funding

Additional materials such as reprints or figures can be submitted as an appendix.

Specific Aims	State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
	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.
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 the 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 interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
	Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
Approach	Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately, include how the data will be collected, analyzed, and interpreted.
	Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
	Describe strategies to establish feasibility, and address the management of any high-risk aspects of the proposed work.
Relevance of Proposed Project to the GI Field and CGIBD themes	Explain the relevance of the proposed research to the GI field and CGIBD. Higher priority is assigned to applications that fit with CGIBD themes and that are directly related to the GI field.
Anticipated Use of DDRCC Cores	Which Core facilities or Center resources might be used for this project? https://www.med.unc.edu/cgibd/cores/
Future plans for funding	Describe plans to obtain subsequent funding.

NIH BIOSKETCH FOR PI

NIH BIOSKETCH – Co-Investigators and/or Mentor

LETTERS OF SUPPORT (optional)

BUDGET

When writing your application, please use the budget form included in the application template.

Personnel

List the Principal Investigator on the first line and the percent effort dedicated to the project. If the PI will not be paid from the project, leave salary and fringe benefit blank; otherwise, fill in base salary & effort on this project.

List, by name, each person who will be paid from the grant, under the correct category (faculty/staff, post-doc, graduate student, temp. If a person has not yet been hired, put To Be Named in the name column and estimate their base salary.

Supplies

Itemize supplies in general categories (such as: data collection supplies, animal purchase, molecular biology supplies, laboratory disposables, copy costs). List the category and amount and enter the total amount requested for supplies in the total column.

Travel

Itemize travel by event or trip.

Other Expenses

Itemize other expenses (such as animal per diem, blood tests) following the same rules asfor supplies.

BUDGET JUSTIFICATION

The purpose of the justification is to explain all expenses required to achieve the project aims.

Personnel

Using your budget as a guide, list all personnel on the project, describe their role and the percent effort.

Supplies

Using the categories from the budget, provide descriptions of the items included in the category and estimated cost for each.

Travel

Explain the need for travel and how the travel will benefit your project aims. Provide an estimate of expenses for each trip.

Other Expenses

Using the categories from the budget, provide descriptions of the items included in the category and estimated cost for each.

Unallowable Costs

Mentor's salary or benefits

Consultant expenses: Consultants may not be paid from pilot/feasibility funds. However, reasonable costs for outside services that are not available from an on-campus source may be paid upon receipt of an invoice. If you are planning to use these, include an estimated amount in the other expenses section.

Tuition

Equipment: May be purchased from pilot/feasibility funds only if it is essential to completion of the project AND not available elsewhere on campus. Awardees may pay reasonable use fees to facilities for use of equipment. (Please note that equipment is defined as single items costing $5,000 or more.)

Inpatient or Outpatient Expenses Patient care costs may be paid from pilot/feasibility funds only if the cost is essential to completion of the project and not available from other sources. Costs of laboratory tests and of patient reimbursement are considered 'other expenses' and should be listed as such in the budget.

Alterations and renovations. Pilot funds may not be used to expand the capacity of a new or existing laboratory or to provide equipment that will be utilized by those other than the awardee

Consortium or Contractual Costs

Pilot Feasibility Award Costs:
Indirect Costs: 15% of Direct Costs [for non-UNCCH applications only]

Total Costs: up to $35,000

"**All Duke SoM applicants to the CGIBD P/F Program, regardless of department, should write their Budget and Budget Justification applying Duke's research F&A rate to the $35K award, but also include in the Budget and Budget Justification "matching funds" from Duke equaling 100% of the F&A. This will allow you to formulate a research budget for the full $35K similar to awardees from other institutions. During the proposal preparation process, you will also need to get approval from your department chair for funding the direct dollars being utilized for F&A. To do so, please ask your grant administrator to coordinate with your department administrator and with Billy Newton (Vice Dean for Finance and Resource Planning for Duke SoM) for details of that support.**"

DEADLINES
Letter of Intent: March 11, 2024
Full grant application: April 11, 2024

Upload grant application to: https://gicenter.med.unc.edu/pilot/login.php

If you have questions, please contact Robert Sandler – 919-966-0090 or rsandler@med.unc.edu