

## Milestones

<b>RFAs announced</b>	<b>November 29, 2017</b>
<b>Letter of intent due</b>	<b>January 31, 2018</b>
<b>Application due</b>	<b>March 30, 2018</b>
<b>Award announcement</b>	<b>June 1, 2018</b>
<b>Funds made available (pending IRB approval)</b>	<b>July 2, 2018</b>

## FAQs

### **What is the purpose of the Sleep Innovation Research Grant (SIRG) Program?**

The SIRG is a Limited Competition funding opportunity. The purpose of this sleep innovation competition is to build interdisciplinary research capacity in sleep science, and facilitate extramural funding success among investigators with faculty appointments or a post-doctoral fellowship at UNC-CH. The program provides pilot research funding to conduct innovative sleep science research in the clinical or translational sciences. The expectation is that the pilot funding support will be leveraged to apply for/obtain larger-scale external funding and to build ongoing, successful interdisciplinary collaborations.

## **Letter of Intent (LOI) FAQs**

### **What is the purpose of the letter of intent?**

The purpose of the LOI is to estimate the number of expected grant applications for the current funding cycle in order to find appropriate grant reviewers. The LOI will not be used to pre-screen grant applications.

### **What should the letter of intent include?**

Please see Page 7 of this document to preview the required LOI components.

### **Is the letter of intent required?**

Yes, the LOI is required. Your grant will only be forwarded for review if a LOI has been submitted.

### **Will we receive feedback about our letter of intent once it is submitted?**

Yes, you will receive email confirmation that your LOI has been received. If you have questions about the appropriateness of your submission, you are encouraged to contact the [Associate Chair for Research in the Department of Allied Health Sciences](#) prior to submitting your LOI.

### **When is my letter of intent due?**

The mandatory LOIs are due by 5:00 pm (EST) on January 31, 2018.

### **Where do I submit the letter of intent?**

Submit completed mandatory LOI [here](#).

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<sup>1</sup> (Adapted from the Program in Health Disparities Research, University of Minnesota) University of Minnesota) (<https://www.healthdisparities.umn.edu/funding-opportunities/pilot-grants>)

## Grant Application FAQs

### What is the expected timeline for the Sleep Innovation Research Grant (SIRG) funded projects?

Projects will be funded for a 12-month period. We anticipate that PIs awarded for funding in this cycle will be notified via email by July 2, 2018.

### When is my application due?

Completed applications must be uploaded online by 5:00 p.m. (EST) on March 30, 2018.

### Where do I submit the grant application?

Electronically submit the completed application as one (1) PDF file (total file not to exceed 18 pages) [here](#). See the order of the components on Page 3 of the grant application.

### What type of research activity will be supported?

Any application proposing clinical or translational research meeting the NIH definition will be eligible. Clinical research includes (1) patient-oriented research; (2) epidemiologic and behavioral studies; and (3) outcomes and health services research. Further detail of this definition can be found in the [Human Subjects Research Definitions and Terms of the PHS 398 \(Part III2\(5\)\)](#).

Translational research (T1 - T4) includes:

- T1, Translation to Humans: Testing basic science discoveries in humans for clinical effect and/or applicability;
- T2, Translation to Patients: Testing new interventions in human subjects under controlled environments to form the basis for clinical applications and evidence-based guidelines
- T3, Translation to Practice: Research on the application of new interventions or therapies in general practice; research that yields knowledge on best ways to implement new medical interventions in the clinic; and
- T4, Translation to Population: Investigations of factors and/or interventions that influence the health of populations; ultimately results in improved health of the public.

We also welcome a wide variety of scientific approaches and methodologies, including but not limited to qualitative, single-case design, observational and experimental studies, intervention research and secondary data analysis. If you have questions about appropriate sleep research methods, or available equipment, please see the video at the bottom of our [website](#) or contact [Mary Ellen Wells](#).

### Who is eligible to apply for a SIRG Pilot Grant?

Applicants must have a faculty-level appointment (tenure-track or fixed-term) or a post-doctoral fellowship appointment (with a faculty mentor) at UNC-CH. [Early Investigators](#) (as based on NIH guidelines) are encouraged to apply. Priority will be given to applications that include investigators from the Departments of Allied Health Sciences or Neurology.

### Does the Pilot Grants Program accept Multiple Principal Investigator (MPI) applications?

We will accept MPI applications, but someone will need to be designated the lead PI for grant administrative purposes. The inclusion of co-investigators or consultants on pilot projects is permissible.

### What are the permitted expenses for a SIRG Pilot Grant?

Only direct costs are allowable in the budgets. Below are some examples of allowable and unallowable items.

	Allowable	Not Allowable
Faculty/post-doc salary support		X
Consultants <sup>1</sup>	X	
Equipment costs of \$5K or more		X
Indirect costs		X
Participant incentives	X	
Graduate/Research Assistant tuition/fees		X
Graduate/Research Assistant hourly wages	X	
Software – project specific	X	
Supplies	X	
Food		X
Computers (laptop or desktop)	X	
Travel	X	

<sup>1</sup>[NIH guidelines related to paying consultants](#) should be followed.

### What is the indirect cost rate allowed on this grant?

This grant will not allow for indirect costs. Your budget should reflect total direct costs only.

### How will pilot grant applications be reviewed?

Pilot grant application will be assigned to experienced grant reviewers. NIH scoring guidelines will be used to evaluate the quality of the grant applications. The peer review process will not be

blinded. In addition to providing scores for the project's overall impact, significance, innovation, approach, and study investigator(s), reviewers will be asked to qualitatively respond to the following questions: (1) Are plans for submitting future extramural grant application(s) specific and clear? and (2) If the proposed pilot project is successful, will the findings yield sufficient preliminary data to support a future larger-scale grant application. Reviewers will be asked to adhere to standard conflict of interest guidelines.

### **Will the review committee provide any feedback?**

The completed grant review forms will be provided to you. No other feedback will be provided.

### **How are funding award decisions made?**

Following the meeting of the grant review committee, the external peer reviews and funding recommendations will be forwarded to the Associate Dean and Chair of the DAHS for review.

### **What are the program priorities that help to guide funding decisions?**

The program priorities are to (1) develop innovative clinical and translational research in sleep science; (2) foster the development of investigators within the university who can conduct sleep science research; and (3) develop sustainable programs on sleep research.

### **What are the reporting requirements for pilot grantees?**

A final report will be required of all pilot grantees within 3 months of the grant's end date (by September 30, 2019 for this funding cycle). An acknowledgement of the funding source should be included on any manuscripts, presentations or other written materials generated from the use of these pilot funds. In addition, the PI must present at a to-be-scheduled DAHS research forum. Finally, the study PI will be queried in the future about whether they were able to secure additional funding.

### **What approvals are required for conducting human or vertebrate animal research?**

If human subjects or vertebrate animals are used in the proposed research, the investigator must have IRB or IACUC (Institutional Animal Care and Use Committees) approval. You need not have the approval prior to applying, but you must submit a human subjects or vertebrate animals plan as part of your grant application. In addition, if the grant is awarded, we will not release funds until we have a copy of the approval letter from the IRB or IACUC office. A copy of the IRB or IACUC approval letter should be emailed to the [DAHS Associate Chair for Research](#).

### **Can I reapply?**

If funded to receive a **SIRG** grant, then you are only eligible to re-apply with new projects. If your grant is unfunded, you are allowed to resubmit the same project.

### **Who will be the fiscal agent for the project?**

Regardless of the PI home department, the grant will be administered through DAHS. The PI's accounting staff will work with DAHS accounting staff to receive their portion of the project funds and will be provided a dedicated chart string to manage the funds. Community organizations will work with the University collaborator and/or the University collaborator's accounting staff to receive their portion of the project funds.

### **Who do I contact for questions not covered here?**

Please contact the [DAHS Associate Chair for Research](#) with questions.

## **SIRG Pilot Grant - Letter of Intent (mandatory)**

The LOI application ([to be completed online here](#)) will ask you for the following information:

Are you a

Faculty member

Post Doc

PI's Name (First and Last)

PI's Email

PI's Phone Number

PI's School or Departmental Affiliation

PI's Faculty Rank (with option for postdoc/name of faculty mentor – will ask for mentor name, email and departmental affiliation))

Name and School/Departmental affiliation of all other key personnel

Project Title

Project Abstract: no more 2,500 characters (including spaces)