

UNC Lineberger Developmental Funding Program

Proposal Due Dates: 5:00pm March 15 and September 15

Letter of Intent for Tier 3: Multi-Project Awards due three weeks before due date

The UNC Lineberger Developmental Funding Program is intended to support the development of cancer research programs led by faculty of the University of North Carolina at Chapel Hill and to stimulate new applications for extramural funding. All UNC Lineberger Comprehensive Cancer Center members and UNC Chapel Hill faculty are eligible to apply.

There are three Tiers of awards: **Tier 1: Pilot Awards**; **Tier 2: Stimulus Awards**; and **Tier 3: Multi-Project Awards**. Within each tier, proposals are accepted in basic, clinical/translational, and population science. Additionally, **targeted RFAs** may be added to each funding cycle, and proposals of high merit in each tier may be considered for the targeted RFA mechanism. Study sections chaired by UNC Lineberger Associate Directors will review all Tiers of proposals.

Tier 1: Pilot Awards will consist of up to \$50,000 for one year, with expected start dates of July 1 or January 1, depending on submission. They should have only one principal investigator, and postdoctoral fellows and/or graduate students may apply with sponsorship from an LCCC faculty member. **See below for details.**

Tier 2: Stimulus Awards allow for 1-2 principal investigators (PIs). The award will consist of \$100,000 per year, for one or two years. Research proposed should be innovative and have potential for advances that can enhance our scientific understanding of cancer and/or clinical and public health practice. **See below for details.**

Tier 3: Multi-Project Awards are intended for teams of at least 3 researchers (with 3 separate, related projects). The goal is to catalyze progress toward submission of competitive Program Project/Center applications for external funding, specifically National Institutes of Health (NIH) P01, P50, U01, U19, and/or U54 applications (or other multi-component grants), within two years of award. Each award will consist of up to \$300,000 per year, for up to two years, contingent upon research progress. **Applicants in this category must submit an LOI to the LCCC Associate Director for Administration. See below for details.**

SUBMISSION

Applications for this round are due at **5 pm EST on March 15, 2015. LOI for Tier 3 due 5pm EST February 22.**

To be eligible for review, each applicant must complete the following:

1. **Register On-line** - All applicants must register and then submit their proposals at the UNC Lineberger Developmental Funding website. The site will be announced and opened approximately one month ahead of the deadline. Both registration and submission must be completed by 5:00 pm on the deadline date.
2. **Submit On-line** - At the end of the on-line registration, investigators must submit (upload) their entire application as a **single PDF; the file name should include the PI's name**. The file size of the single PDF **must not exceed 2MB**.

Applications missing one or more of the required components (registration, uploaded single PDF electronic copy with the PI's name in the file name) will be considered incomplete and will not be reviewed.

Extensions of the deadline will not be granted. Supplementary or additional materials will not be accepted after the submission deadline.

3. Questions? Email Anne Menkens, UNC LCCC Assistant Director: amenkens@email.unc.edu

Letter of Intent for Tier 3 (see guidelines below) send to chad_ellis@med.unc.edu

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Tier 1: PILOT AWARDS

APPLICATION GUIDELINES

Application Deadline: 5 p.m. EST, March 15, 2015 and 5 p.m. EST, September 15, 2015

The **Tier 1 Award** is intended to support the development of cancer research programs and to serve as a stimulus for new research initiatives aimed at obtaining sufficient preliminary data to allow new applications for extramural funding. All UNC Lineberger Comprehensive Cancer Center members and UNC Chapel Hill faculty are eligible to apply. Post-doctoral fellows and graduate students are encouraged to apply but must obtain sponsorship or partnership with at least one UNC Lineberger Comprehensive Cancer Center member.

TERMS OF THE AWARDS

Each award will consist of up to \$50,000 for one year, with expected start dates of either July 1 or January 1. Funds should be expended within one year of receipt. A report summarizing financial expenditures and a one-page summary of the scientific outcome of the project is required two months after the end of funding. When requested, all awardees will be expected to provide updates of publications and long-term grant support that originated from the award.

ELIGIBILITY

All UNC Lineberger Comprehensive Cancer Center members and UNC Chapel Hill faculty are eligible to apply. Postdoctoral fellows and graduate students are encouraged to apply but must obtain sponsorship or partnership with at least one UNC Lineberger Comprehensive Cancer Center member.

Tier 1 Awards should have only one principal investigator. Applicants can be principal investigator on only one proposal per round. Applicants can be named on other proposals (in the tiers with multiple investigators).

Awardees will be ineligible to submit proposals (as PI) for two years (or four submission rounds, whichever comes first) following their award. Faculty awardees are required to participate in the review process for four future rounds (two years). For awardees who are not faculty members, their faculty sponsors will be asked to sit on review committees.

CRITERIA

Proposals will be judged by the following criteria:

- Scientific merit;
- Relevance to award category (basic, clinical/translational, or population sciences);
- Qualifications, experience, and productivity of the applicant;
- Project feasibility given facilities, budget, time, and other resources available;
- Potential for future external funding and publications.

REVIEW

Review will be chaired by a UNC LCCC Associate Director and be composed of UNC Lineberger Comprehensive Cancer Center members, including representation from each of the nine programmatic areas. Applications will be assigned at least two reviewers, who will score applications according to the criteria above, using the NIH scale of 1-9 (best – worst).

RESTRICTIONS

A. Projects must be completed in the designated period of the grant proposal. Grants are for one year. No-cost extensions are not encouraged.

B. Funds may be budgeted for any of the standard categories and for purposes deemed necessary for the successful execution of the proposed project. However, restrictions and additional scrutiny apply:

1. **Faculty salary** - Requests for salary support of tenure-track or fixed-term faculty as principal investigators or co-investigator are not allowed. Requests for non-tenure track faculty who direct labs or projects and requests for consulting biostatistics faculty support (for data analysis) can be

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considered; however, requests for this kind of support should be appropriate for the level of effort required.

2. **Travel** - Requests for travel support should be limited to funds directly related to project performance. Travel to conferences and meetings will be permitted. International travel is also permitted.
3. **Equipment** - Requests for equipment should be limited to funds directly related to project performance. For example, a laptop for a research assistant to use in clinic to collect data would be appropriate.

Unused funds will revert to the supporting funding source. All proposed expenses must conform to the general policies of the University. Projects that use the UNC Lineberger Biostatistics Shared Facility, the Tissue Procurement Core, and/or other core resources (including ICISS) are encouraged to consult with those cores prior to submission.

REQUIREMENTS FOR AWARDEES

A. Prior to funding, all awarded projects that involve animals or human subjects must be reviewed and approved in accordance with the University's general assurances and HIPAA. Reviews and approvals may be "Just in Time" and are not required for registration/application. Projects involving human subjects must be submitted to an Institutional Review Board (IRB). Intervention studies and clinical protocols must be reviewed and approved by the UNC Lineberger Protocol Review Committee. All investigators and all persons named on the budget page must have certification of training in the protection of human subjects. Appropriate animal forms must also be filed and approved.

B. A summary progress report shall be submitted two months after the end date of support. This report must be submitted earlier if the recipient of the grant is leaving the University. The summary progress report should give a financial accounting of funds used for the project, and reference all research products generated, including abstracts submitted/published, peer-reviewed articles submitted/published, grant applications submitted/funded, and potential/actual intellectual property (reports of invention, etc.).

Principal investigators will provide updates on publications, grants, and patents for at least three years after the end of the funding, when asked.

Where appropriate, progress reports should identify the counties and populations involved or affected. For example, for a dietary intervention for adults that works through African-American churches in six NC counties, the report should acknowledge the population – African Americans – and name the six counties included in the study.

C. All manuscripts, abstracts, posters, and presentations should acknowledge support from the UNC Lineberger Comprehensive Cancer Center Developmental Funds.

D. Awards co-funded by other sources will also adhere to reporting and other requirements established by those programs.

E. Faculty awardees will serve on four review committees (2 year term). For awardees who are not faculty members, their faculty sponsors will be asked to sit on review committees.

APPLICATION FORMAT

Proposals must include:

- A **Title Page** that includes: **title** of the proposal, the **PI's** name, primary appointment, faculty rank, and contact information, the name, title and contact information of faculty sponsor, if applicable; **Tier and category** (basic, clinical/translational or population science) of the proposal; **total Budget** requested
- **Scientific Abstract:** The abstract summary of the proposal for use by review committee members and UNC Lineberger Comprehensive Cancer Center (250-word maximum).
- **Research Plan:** The Research Plan should follow the standard NIH format: Specific Aims, Significance, Innovation, and Approach. Include where applicable clear evidence of how the proposal meets the review criteria.

Five-page limit, including tables and figures. References do not count towards the 5-page limit; single spacing, font no smaller than Arial 11, and half-inch margins.

- **Budget:** Use **PHS 398 Form Page 4** (<http://grants.nih.gov/grants/funding/phs398/fp4.docx>).

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- **Budget Justification:** The Budget Justification should include sufficient detail for reviewers to assess whether appropriate resources have been requested (no page limit).
- **Proposal Timeline**
- **Human and/or Animal Subjects:** Although Institutional Review Board (IRB) or Institutional Animal Care & Use Committee (IACUC) approval is not required prior to submission, briefly describe any human and/or animal subject issues. If human subjects will be involved in the research, provide a description of their involvement and characteristics, specific risks to subjects who participate, and protection against those risks. Describe the sources of materials that will be obtained from human subjects as part of their study participation. Provide assurance that the project will be reviewed and approved by the UNC IRB and comply with HIPAA. If vertebrate animals are to be used, provide a description of the proposed use of the animals in the work outlined and procedures for ensuring that discomfort, distress, pain and injury will be limited. Projects involving animal subjects must be reviewed and approved by an IACUC (no page limit).
- **NIH Biosketches** for the key members of the research team.

SUBMISSION

See submission guidelines on page 1 of this document.

Questions? amenkens@email.unc.edu

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Tier 2: STIMULUS AWARDS

APPLICATION GUIDELINES

Application Deadline: 5 p.m. EST, March 15

The **Tier 2 Stimulus Award** is intended to serve as a stimulus for new research initiatives aimed at obtaining sufficient preliminary data to allow new applications for extramural funding. All UNC Lineberger Comprehensive Cancer Center faculty members and UNC Faculty are eligible to apply.

TERMS OF THE AWARDS

Each award allows for 1-2 principal investigators (PIs). The award will consist of \$100,000 per year, for one or two years, with an expected start date of July 1 or January 1. A report summarizing financial expenditures and a one-page summary of the scientific outcome of the project is required at the end of year one of funding. When requested, all awardees will be expected to provide updates of publications and long-term grant support that originated from the award.

ELIGIBILITY

All UNC Lineberger Comprehensive Cancer Center faculty members and UNC faculty are eligible to apply.

Tier 2 Awards can have multiple investigators. One PI must be chosen as the Contact PI. Applicants can be principal investigator on only one proposal per round. One can be PI on one proposal and a co-investigator on one or more additional proposals.

Awardees will be ineligible to submit proposals (as PI) for two years (or four submission rounds, whichever comes first) following their award. Awardees are required to participate in the review process for four future rounds (two years).

CRITERIA

Proposals will be judged by the following criteria:

- Scientific merit;
- Relevance to award category (basic, clinical/translational, or population sciences);
- Qualifications, experience, and productivity of the applicant;
- Project feasibility given facilities, budget, time, and other resources available;
- Potential for future external funding and publications.

REVIEW

Study sections will be chaired by a UNC LCCC Associate Director. Study sections will be composed of UNC Lineberger Comprehensive Cancer Center members, including representation from each of the nine programmatic areas. Applications will be assigned at least two reviewers, who will score applications according to the criteria above, using the NIH scale of 1-9 (best – worst).

RESTRICTIONS

A. Projects must be completed in the designated period of the grant proposal. Grants are for one to two years, except when otherwise specified in the application and approved by the committee. No-cost extensions will be rare exceptions.

B. Funds may be budgeted for any of the standard categories and for purposes deemed necessary for the successful execution of the proposed project. However, restrictions and additional scrutiny apply:

1. **Faculty salary** - Requests for salary support of tenure-track or fixed-term faculty as principal investigators or co-investigator are not allowed. Requests for non-tenure track faculty who direct labs or projects and requests for consulting biostatistics faculty support (for data analysis) can be considered; however, requests for this kind of support should be appropriate for the level of effort required.

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2. **Travel** - Requests for travel support should be limited to funds directly related to project performance. Travel to conferences and meetings will be permitted. International travel is also permitted.
3. **Equipment** - Requests for equipment should be limited to funds directly related to project performance. For example, a laptop for a research assistant to use in clinic to collect data would be appropriate.

Unused funds will revert to the supporting funding source. All proposed expenses must conform to the general policies of the University. Projects that use the UNC Lineberger Biostatistics Core, the Tissue Procurement Core, and/or other core resources (including ICISS) are encouraged to consult with those cores prior to submission.

REQUIREMENTS FOR AWARDEES

A. Prior to funding, all awarded projects that involve animals or human subjects must be reviewed and approved in accordance with the University's general assurances and HIPAA. Reviews and approvals may be "Just in Time" and are not required for registration/application. Projects involving human subjects must be submitted to an Institutional Review Board (IRB). Intervention studies and clinical protocols must be reviewed and approved by the UNC Lineberger Protocol Review Committee. Appropriate animal forms must also be filed and approved. All investigators and all persons named on the budget page must have certification of training in the protection of human subjects.

B. A summary progress report shall be submitted two months after the end date of support. The summary progress report should give a financial accounting of funds used for the project, and reference all research products generated, including abstracts submitted/published, peer-reviewed articles submitted/published, grant applications submitted/funded, and potential/actual intellectual property (reports of invention, etc.).

Principal investigators will provide updates on publications, grants, and patents for at least three years after the end of the funding, when asked.

Where appropriate, progress reports should identify the counties and populations involved or affected. For example, for a dietary intervention for adults that works through African-American churches in six NC counties, the report should acknowledge the population – African Americans – and name the six counties included in the study.

C. All manuscripts, abstracts, posters, and presentations should acknowledge support from the UNC Lineberger Developmental Funding Program

D. Awards co-funded by other sources will also adhere to reporting and other requirements established by those programs.

E. Awardees will serve on four award review committees (2 year term).

APPLICATION FORMAT

Proposals must include:

- A **Title Page** that includes: **title** of the proposal; the **PI's** name, primary appointment, faculty rank, and contact information; the name, title and contact information of other investigators; **Tier and category** (basic, clinical/translational or population science) of the proposal; **total Budget** requested
- **Scientific Abstract:** The abstract summary of the proposal for use by review committee members and UNC Lineberger Comprehensive Cancer Center (250-word maximum).
- **Research Plan:** The Research Plan should follow the standard NIH format: Specific Aims, Significance, Innovation, and Approach. Include where applicable clear evidence of how the proposal meets the review criteria. Five-page limit, including tables and figures. References do not count towards the 5-page limit; 1.5 line spacing, font no smaller than Arial 11, and 1-inch margins.
- **Budget:** Use [PHS 398 Form Page 4 \(http://grants.nih.gov/grants/funding/phs398/fp4.docx\)](http://grants.nih.gov/grants/funding/phs398/fp4.docx).
- **Budget Justification:** The Budget Justification should include sufficient detail for reviewers to assess whether appropriate resources have been requested (no page limit).
- **Proposal Timeline**

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- **Human and/or Animal Subjects:** Although Institutional Review Board (IRB) or Institutional Animal Care & Use Committee (IACUC) approval is not required prior to submission, briefly describe any human and/or animal subject issues. If human subjects will be involved in the research, provide a description of their involvement and characteristics, specific risks to subjects who participate, and protection against those risks. Describe the sources of materials that will be obtained from human subjects as part of their study participation. Provide assurance that the project will be reviewed and approved by the UNC IRB and comply with HIPAA. If vertebrate animals are to be used, provide a description of the proposed use of the animals in the work outlined and procedures for ensuring that discomfort, distress, pain and injury will be limited. Projects involving animal subjects must be reviewed and approved by an IACUC (no page limit).
- **NIH Biosketches** for the key members of the research team.

SUBMISSION

See submission guidelines on page 1 of this document.

Questions? amenkens@email.unc.edu

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Tier 3: MULT-PROJECT AWARDS Letter of Intent Deadline: February 22, 2015

Application Deadline: 5 p.m. EST, March 15, 2015

The **Tier 3 Multi-Project Award** is intended to accelerate development of multi-investigator research programs led by faculty in basic, clinical/translational, and population sciences departments of the University of North Carolina at Chapel Hill. All UNC Lineberger Comprehensive Cancer Center members and UNC faculty are eligible to apply. The intent of this award is to catalyze progress toward submission of competitive Program Project/Center applications for external funding, specifically National Institutes of Health (NIH) P01, P50, U01, U19, and/or U54 applications (or other multi-component grants), within one to two years of award.

TERMS OF THE AWARDS

Each award will consist of up to \$300,000 per year for up to two years, contingent upon research progress, with a flexible start-date.

For projects that are funded, investigators will be eligible for a second year of funding upon successful research project progress (as evaluated by Review Committee, see criteria for progress below). A report of financial expenditures and a two-page summary of the scientific outcome of the project is required at the close of the first year to confirm project progress. When requested, all awardees will be expected to provide updates of publications and long-term grant support that originated from the award.

This Tier requires a Letter of Intent to submit a proposal. See LOI guidelines below.

ELIGIBILITY

All UNC Lineberger Comprehensive Cancer Center members and UNC Chapel Hill faculty are eligible to apply.

Applicants can be principal investigator (PI) on only one Multi-Project proposal per round. One can be PI on one proposal and a co-investigator on one or more additional proposals. Leaders of sub-projects are considered co-investigators for the overall project.

For review and reporting purposes, each award will have only one Contact PI Functionally, proposals may have multiple PIs.

Awardees will be ineligible to submit proposals (as Contact PI) for two years (or four submission rounds, whichever comes first) following their award. Awardees are required to participate in the review process for four future rounds (two years).

LETTER OF INTENT GUIDELINES: Send to Chad Ellis, chad_ellis@med.unc.edu by February 22, 2015

Please limit to one page.

Introduction: provide an executive summary that includes the name of your project, and a short description of the project.

Target funding mechanism: outline the target grant that is planned (U54, P01, SPORE, etc.), the target institute or funding agency.

Organization: provide a list of key personnel, qualifications of project team members, evidence of prior interactions.

Impact statement: convince the reader that there is an important need that can be met by your project.

Methodology: in brief, present an overall set of specific aims for the Program, and a clear, logical, and achievable description of the experimental design of each project. Describe the project briefly, including major activities, names and titles of key project staff, and your desired objectives. As with the organization description, this will be presented in far greater detail in a full proposal.

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Timeline and Goals: provide a list of milestones that need to be achieved prior to a successful submission, coordination required with core facilities or other centers, and a timeline for planned submission.

CRITERIA

Proposals will be judged by the following criteria:

- Direct applicability to an active, qualifying NIH funding opportunity (NIH P01, P50, U01, U19, and/or U54 or other multi-component grants), as determined by LCCC leadership;
- Relevance of the proposed project to strengthen the planned application for external funding;
- Significance of the program;
- Qualifications of investigators and overall leadership of the program;
- Innovation of the proposed overall program;
- Scientific merit of the individual research projects;
- Merit of the plan for administrative and scientific cores.

Criteria for year 1 progress will include the following:

- Proof of programmatic team meetings;
- A two-page summary of the scientific outcome of the project submitted 45 days before the end of the first year must demonstrate that they are reaching the benchmarks of scientific progress they included in their applications;
- Formation of Internal and External Advisory Boards (IAB / EAB) for the project ;
- Documentation of NIH program contact (ideally a submission with reviews);
- Demonstrated preparation for a multi-investigator grant submission or resubmission to a funding agency.

REVIEW

Applicants must submit a Letter of Intent to the Associate Director for Administration (chad_ellis@med.unc.edu) three weeks before proposal is due (**February 22, 2015**). LCCC senior leadership will evaluate the LOI and notify teams as to whether they should submit a full application. See above for LOI guidelines; failing to follow the guidelines may result in not being invited to submit a full application. Most important: **Teams that do not include interest/relevance for an NIH funding opportunity and/or that are not cancer-related will not be asked to submit full applications.** Being invited to submit an application is not a guarantee that the full application will be funded..

Applications that fail to meet the formatting requirements may be triaged without scientific review. Given the intent of this program, Multi-Project proposals whose external application (i.e., full P01, P50, U19, or U54) is still under review by the potential funding agency are unlikely to be competitive; those for which external applications have not yet been prepared or for which constructive results of peer-review have been received are most likely to be competitive.

Study sections will be chaired by one of the Associate Directors of the Cancer Center and composed of UNC Lineberger Comprehensive Cancer Center members and *ad hoc* reviewers from external institutions as necessary. Study sections will have faculty representation from basic, clinical-translational, and population sciences. Applications will be assigned at least two reviewers, who will score applications according to the criteria above, using the NIH scale of 1-9 (best – worst).

RESTRICTIONS

A. Awarded funds must be used to conduct the project proposed. Funds must be used to address critical needs to support a competitive application for external funding, such as generation of key preliminary data. Start date for funds will be flexible. For the current cycle, we anticipate the earliest start date to be July 1, 2015. No-cost extensions across fiscal years, particularly those in the second year of funding, will be rare exceptions. Teams must name a single contact PI. There must be at least three different interrelated projects in the proposal.

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B. Funds may be budgeted for any of the standard categories and for purposes deemed necessary for the successful execution of the proposed project. However, there are several cases where restrictions and additional scrutiny apply.

1. **Faculty salary** - Requests for salary support of tenure-track or fixed-term faculty as principal investigators or co-investigator are not allowed. Requests for non-tenure track faculty who direct labs or projects and requests for consulting biostatistics faculty support (for data analysis) can be considered; however, requests for this kind of support should be appropriate for the level of effort required.
2. **Travel** - Requests for travel support should be limited to funds directly related to project performance, such as collaborator meetings. Travel to conferences and meetings will be permitted. International travel is also permitted.
3. **Equipment** - Requests for equipment should be limited to funds directly related to project performance. For example, a laptop for a research assistant to use in clinic to collect data would be appropriate.

Unused funds will revert to the supporting funding source. All proposed expenses must conform to the general policies of the University.

C. Prior to funding, all awarded projects that involve animals or human subjects must be reviewed and approved in accordance with the University's general assurances and HIPAA. Reviews and approvals may be "Just in Time" and are not required for registration/application. Projects involving human subjects must be submitted to an Institutional Review Board (IRB). Intervention studies and clinical protocols must be reviewed and approved by the UNC Lineberger Protocol Review Committee. Appropriate animal forms must also be filed and approved. All investigators and all persons named on the budget page must have certification of training in the protection of human subjects.

Projects that use the UNC Lineberger Biostatistics Core, the Tissue Procurement Core, and/or other core resources (including ICISS) are encouraged to consult with those cores prior to submission.

REQUIREMENTS FOR AWARDEES

A. Interim progress reports (year 1) are due upon request, 45 days before the end of year 1 of funding. We will provide guidelines for writing this report upon granting of funds. Failure to submit an adequate progress report may result in suspension and/or termination of funding. In the interim report, applicants must demonstrate that they are reaching the benchmarks of scientific progress they included in their applications, including proof of programmatic team meetings, IAB/EAB forms, presentation to Lineberger leadership (of significant interim findings), documentation of NIH program contact, and at least a draft of a multi-investigator grant submission to a funding agency.

B. A summary progress report shall be submitted two months after the end date of support. This report must be submitted earlier if the recipient of the grant is leaving the University. The summary progress report should provide a financial accounting and key scientific accomplishments, including abstracts submitted/published, peer-reviewed articles submitted/published, grant applications submitted/funded, and potential/actual intellectual property (reports of invention, etc.).

C. Principal investigators will provide upon request summary progress report updates for at least three years after the end of the funding.

Where appropriate, progress reports should identify the counties and populations involved or affected. For example, for a dietary intervention for adults that works through African-American churches in six NC counties, the report should acknowledge the population – African Americans – and name the six counties included in the study.

D. All manuscripts, abstracts, posters, and presentations should acknowledge support from the UNC Lineberger Comprehensive Cancer Center.

E. Awards co-funded by other sources will also adhere to reporting and other requirements established by those programs.

F. All named investigators who are UNC faculty members will serve on four Developmental Funding Program review committees (2 year term).

COLLABORATIVE PROPOSAL GUIDELINES

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While the eventual NIH application can have multiple PIs if allowed by the funding opportunity, applications for the Multi-Project Award must identify one Contact PI. This individual must be among the overall PIs of the eventual external application. A majority of the projects and cores to be proposed in the eventual NIH application will most likely be housed in the UNC Lineberger Cancer Center, although this is not required. All proposals must include a budget and budget justification that clearly delineates expenses to be funded by the Multi-Project Award versus other funds available to the team (i.e., discretionary funds, departmental support, Bridge funding, etc.).

APPLICATION FORMAT

Proposals must include:

- A **Title Page** (no page limit) that includes the following: **title** of the proposal, the **PI's** name, primary appointment, faculty rank, and contact information, and the names and primary affiliation of **other senior/key personnel**, other significant contributors, and consultants (using NIH definitions: http://grants.nih.gov/grants/policy/senior_key_personnel_faqs.htm); **total Budget** requested; the specific **NIH funding opportunity** that will subsequently be applied for (an active NIH funding opportunity announcement for P01, P50, U19, or U54 opportunities); the name and affiliation of a **Program Officer** contacted regarding interest/appropriateness of the proposal for that funding opportunity (if applicable); and a brief **abstract** summarizing the proposed collaborative research program and what is needed using Multi-Project Award funds to achieve NIH funding (not to exceed 30 lines, Arial 11 pt font, single spacing, half-inch margins). Note that all applications **must identify a single Contact PI**.
- Proposals must be formatted similar to a Research Program Project (e.g. NIH P01). Each application must include an overview component, at least three related research projects, and at least one shared resource core and one administrative core. The research projects must share a common central theme, focus, and/or overall objective. The overview section needs to include overall aims that summarize the overall theme, goals, specific aims and expected impact of the proposed program on one or more broad fields of cancer research. In addition, summarize the overall research strategy, including the overall significance, innovation, approaches, and preliminary studies of the program as a whole. This section is limited to one to three pages; use 0.5 inch margins on all sides, single spaced, with Arial 11 point font. Briefly describe the individual projects and cores to be proposed for the Program, including their expected leadership (use of a table with smaller font is encouraged). Limit each research project and shared resource and admin cores to one to three pages. Tables, figures and images are included in the 3-page limit; references do not count toward the page limit. Tables, figures, and images can use smaller font sizes.
- Outside of the 3-page limit, the proposal must also include the following: (1) documentation of the interest of the funding organization (i.e., an email or letter from the appropriate Program Officer), (2) a timeline identifying milestones for completion of the proposed Multi-Project proposal and for development, assembly, and submission of the external grant application, including obtaining formal NIH permission if required by the targeted funding opportunity.
- A NIH-style biosketch of the PI (4 page maximum) and all key personnel. See instructions at <http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc>; recently completed funding (within 3 years) should appear on the biosketch in accordance with NIH format. These biosketches should be packaged and uploaded as a single pdf, with the PI's biosketch first and all others in alphabetical order.
- A listing of all current and pending research support in the format of NIH Other Support (official departmental signature is not required for the application).
- A detailed budget using NIH PHS 398 Form Page 4 (<http://grants.nih.gov/grants/funding/phs398/fp4.docx>), and a detailed budget justification for use of Team Science Award funds and that also identifies any related work to be done with other funds, such as departmental or discretionary funds. The budget page and justification page(s) have no page limit; the budget justification must also have 0.5 inch margins on all sides, single spaced, Arial 11 point font.

Submission: see page 1 of this document

Questions: amenkens@email.unc.edu