Midwest Roybal Center for Health Promotion and Translation

Pilot Solicitation

We are pleased to announce the opening of our 2009–2010 pilot project grant solicitation, which focuses on disability.

Our Midwest Roybal Center Pilot Competition is open to researchers and practitioners studying health promotion and maintenance of health and functional abilities in older adults with disabilities from minority backgrounds. Types of health promotion include exercise, diet, substance abuse, sleep, stress and participation in health screenings as well as risk factor reductions across multiple behaviors. Pilot funds can be used to develop and test new interventions and to examine ways to translate existing evidence-based programs. A total of $50,000 is available (direct and indirect) for ONE YEAR.

Investigators who seek funding to must submit an application no later than Wednesday, March 31st 2010. Our Roybal Executive Committee will review proposals before April 16, 2010. Funding begins on May 1, 2010.

GENERAL INFORMATION
The project must involve an older adult (50+) population and focus on an aspect of health promotion relevant to older adults, who are aging with disabilities from minority backgrounds. Each proposal will be judged on its scientific and scholarly merit and on the anticipated benefit to the community and population of focus. Projects may be intervention based, surveys, needs assessments, measurement development or any other procedures deemed appropriate. Pilot studies should demonstrate how preliminary results will be used to enhance and facilitate high quality competitive external grant applications. Awardees are expected to participate in Roybal Center activities pertaining to research, education, and service and will be expected to make brief presentations during the course of the pilot and upon it’s completion.

ELIGIBILITY:
Open to NIDRR grantee investigators from the RRTC on Aging with Physical Disability at the University of Washington, the RRTC on Health and Function Across the Lifespan for Individuals with I/DD and the RERC on Recreational Technologies and Exercise Physiology, both at the University of Illinois at Chicago.

INSTITUTIONAL REVIEW BOARD APPROVAL
All grant proposals submitted to the Roybal Center are advised to begin the application process for the UIC Institutional Review Board (IRB) for Human Subjects as soon as possible. Applicants that include evidence that the research protocol is under review (or approved) by the UIC Institutional Review Board (IRB) for Human Subjects approval are preferred. The IRB number assigned by IRB when an application is submitted to their office must be included on the Cover Page form where indicated.

Applicants whose proposals are approved for funding through the Roybal Center must provide a copy of the final approval letter from IRB for the research protocol before money will be awarded to the project.

FORMAT OF APPLICATION
Each funding request must consist of:

1. Roybal Funding Request Form (Form: Cover Page, 1 page)
2. Application Check List (Form: Application Check List, 1 page)
3. Summary of Proposed Pilot This summary should address specific aims, significance, design and methods, and proposed follow up studies (1/2 page)
4. Project Description and Research Plan (Form: Proposed Project Description and Research Plan, 2 pages)
5. **Statement of Significance of Proposed Project and future follow-up funding plans** (Form: Project Significance, 1/2 page)

6. **Budget** (PHS 398 Detailed Budget, 1 page)

7. **Itemized Budget Justification** (Form: Itemized Budget Justification, 1/2 page – 1 page)

8. **Biosketch (NIH Format) and list of relevant publications (if any) of principal investigator and project collaborators, if available (2 pages each)**

Number all pages consecutively. Forms may be reproduced as needed. Proposals should be written in terms understandable to members of the Roybal Executive Committee, which is comprised of individuals from the community and the university. Please do not exceed the allowable number of pages in each section.

**BUDGET**

Please request the minimum amount of funds that will allow you to conduct the research in a one-year period. Itemize the budget request and clearly justify each item. As a general rule, requests in the range of $30,000 to $50,000 (Direct & Indirect Costs) for up to a one-year period will be considered responsive to this announcement. Some projects may not require the full $50,000. Equipment requests above $3,000 require a 50% match for the amount above $3,000 from non-Roybal funds (e.g., $5,000 equipment item requires $1,000 in matching funds). Please use the PHS 398 Detailed budget for initial budget period and provide a budget justification.

**Dissemination activities must be included in the proposal and reflected in the budget at $500 to $700 for such activity.** These activities may involve presentations at conferences or production of materials to distribute to the community, so the expenses should be included under the appropriate categories (supplies, copying, mailing, travel, etc.). These items should be clearly identified as dissemination activities in the budget justification.

**ALLOWABLE EXPENSES**

Allowable expenses which will be supported (if justified) include consumable supplies, incentives for subject participation, required travel, small equipment purchases, and telephone and photocopying costs. Technical (consulting) assistance, student salaries, and faculty time are also allowed.

**APPENDICES**

Information critical to evaluation of the proposal such as copies of survey instruments, focus group questionnaires, or letters from collaborators and community sites may be submitted.

**REVIEW PROCESS**

An Evaluation Committee comprised of members of the Roybal Executive Committee will be responsible for the review of all proposals. Proposals will be evaluated, ranked and funded based upon available resources. All applications will receive an evaluation of their proposal and a letter stating the final funding decision.

*Please note that the Roybal Pilot Project Competition is contingent upon continuation of NIH funding.*
PROJECT REVIEW CRITERIA

To be rated highly, applications should have the potential to develop into a high quality substantial proposal.

1. **SIGNIFICANCE:** The extent to which the project, if successfully carried out, will make an original, important, and/or novel contribution to the knowledge needed to increase participation in health promotion behaviors among older adults who are aging with disabilities from minority backgrounds.

2. **APPROACH:** The extent to which the conceptual framework, design, methods, and analyses are properly developed, well integrated, and appropriate to the aims for the project.

3. **SCIENTIFIC RIGOR:** The extent to which appropriate methods, in terms of design and statistical models, are employed to ensure reliability and validity of the findings of the project.

4. **COLLABORATION:** The extent to which the proposed work demonstrates support from key community partners and has established the ties necessary to implement a program at the appropriate community settings.

5. **FEASIBILITY:** The likelihood that the proposed work can be accomplished by the investigator(s), given their documented experience and expertise, past progress, preliminary data, requested and available resources, institutional commitment, and (if appropriate) documented access to special reagents, or technologies and adequacy of plans for recruitment and retention of subjects.

6. **SUBMISSION:** Plan for submission to an external funding agency (specify) and expected submission date.

7. **IMPACT:** Potential Public Health impact with respect to reach, efficacy, adoption, implementation, and maintenance.

The following questions may be helpful in addressing the criteria described above.

1. Will the information be relevant to our Roybal Center theme, does it represent novel research and does it have apparent applications?
2. Will results enable the investigator to be more competitive in generating extramural research funding particularly from the National Institute on Aging, NIH?
3. Is the rationale easily understood, ideas easy to follow?
4. Are the hypotheses, objectives and experimental approach concise and logical?
5. Is the time frame realistic for what the investigator wants to accomplish?
6. Can the project ultimately be expected to have broad Public Health impact?
Midwest Roybal Center for Health Promotion and Translation

Responsible financial officer of your Academic unit:

Name/Phone# ________________________ Address ______________________
e-mail ______________________

GRANT COMPETITION
(Please type or print all information)

PROJECT TITLE (limit to 60 spaces):

PRINCIPAL INVESTIGATOR: ____________________________

Name (print) ____________________________ Signature __________

Social Security #: _______ Phone #: _______

Affiliation (University/Agency): ______

Address (Room and Building) __________ City, State Zip __________

E-mail: _______ Title: _______

Location(s) of research: ______

Collaborators (Name/Department/Agency): ______

Mailing Address (If different from above): ______

IRB Protocol No . ______ (or provide evidence of ethical review board approval from the sponsoring institution or IRB is pending)

For UIC Applicants: College/School and Code # ______ Department/Code # ______

UIN (University Identification Number)

NOTE: CHECK LIST is attached (Form: Application check list, Page 2)

(Form: Cover Page, 1 page)
APPLICATION CHECK LIST
(Please check that all items listed are submitted with this application)

_____ Cover Page (Form: Cover Page, 1 page)
_____ Application Check List (Form: Application Check List, 1 page)
_____ Summary Statement of Proposed Research (Form: Summary Proposed Research, ½ page)

_____ Proposed Roybal Project Description and Research Plan, 2 page limit, exclusive of literature references (Form: Project Description and Research Plan, 2 pages)

_____ Statement of Significance of Proposed Project: all applicants must also include plans for external application/funding here (Form: Project Significance/External Funding, ½ page)

_____ Budget (Form: Budget, 1 page)
_____ Itemized Budget Justification (Form: Itemized Budget Justification, ½ page to 1 page)

_____ Biosketch (NIH Format) and list of relevant publications (if any) of principal investigator and project collaborators, if available (Form: Biosketch, 2 pages max)
SUMMARY STATEMENT OF PROPOSED RESEARCH

In ½ page or less, summarize your proposed research for someone without knowledge of your specific specialty, but with knowledge of your general academic field. Include rationale on why your work is important to the field of health promotion among older minority adults who are aging with a disability. Describe your vision for where you want to go with this line of inquiry (this section should include potential funding sources that will be interested in the information generated by this research).
PROPOSED ROYBAL PILOT PROJECT DESCRIPTION AND RESEARCH PLAN
(2 page limit exclusive of literature references)

The project description should be organized into the following sections:

- **Objectives and Hypotheses:** This should be in outline form with objectives stated for the period of this project only. (1/2 page or less)

- **Background and rationale:** This should be a brief, critical review of the context of this proposal to current knowledge in the field. A multi-disciplinary committee including people outside of your field of expertise should be able to understand why this research is important. (1 paragraph to ½ page)

- **Methods:** This section should provide sufficient detail to evaluate your familiarity with specific procedures to be used, experimental design and methods of data reduction and analysis. 1 page or less.

Use 12 point font, 1-inch margins around, and single space.

Equipment must be justified on basis of a specific need defined by the research proposed in this section.

**APPENDIX:** Material should be very limited; unpublished results required to evaluate the application are acceptable, however concise proposals with clearly defined goals and a plan that is feasible within the year of the award will be reviewed most favorably. The bibliography should cite only most relevant references.

Please document commitments from others that are crucial to the proposal - document with letters the following: access to site(s) and/or population(s) and direct help from collaborators in the community without which the proposed research would be difficult to achieve.
PROPOSED ROYBAL PILOT PROJECT DESCRIPTION AND RESEARCH PLAN
PROPOSED PROJECT SIGNIFICANCE/PLANS FOR EXTERNAL FUNDING

In ½ page or less, please describe the significance of your proposed research project. Focus on how the proposal will contribute to the area(s) of health promotion and functioning in minority older adults aging with a disability. In addition, all applicants should describe any plans for securing external funding in conjunction with this research.

(Form: Project Significance/External Funding, ½ page)
DETAILED BUDGET FOR INITIAL BUDGET PERIOD
DIRECT COSTS ONLY

<table>
<thead>
<tr>
<th>NAME</th>
<th>ROLE ON PROJECT</th>
<th>Cal. Mnths</th>
<th>Acad. Mnths</th>
<th>Summer Mnths</th>
<th>INST. BASE SALARY</th>
<th>SALARY REQUESTED</th>
<th>FRINGE BENEFITS</th>
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SUBTOTALS

CONSULTANT COSTS

EQUIPMENT *(Itemize)*

SUPPLIES *(Itemize by category)*

TRAVEL

PATIENT CARE COSTS

INPATIENT

OUTPATIENT

ALTERATIONS AND RENOVATIONS *(Itemize by category)*

OTHER EXPENSES *(Itemize by category)*

CONSORTIUM/CONTRACTUAL COSTS

DIRECT COSTS

SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD *(Item 7a, Face Page)* $

CONSORTIUM/CONTRACTUAL COSTS

FACILITIES AND ADMINISTRATIVE COSTS

TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD $

PHS 398 (Rev. 11/07)
ITEMIZED BUDGET JUSTIFICATION

Individual items over $300 must be justified. Brand names and specifications must be justified relative to less expensive alternatives and source of quotations should be detailed. Equipment requested must be justified as an integral part of the proposed research. Remember to include $500-$700 for dissemination activities. Please provide enough information for the reviewers to understand your proposal.
BIOGRAPHICAL SKETCH

Provide the following information for the key personnel and other significant contributors in the order listed on Form Page 2. Follow this format for each person: DO NOT EXCEED TWO PAGES.

NAME

POSITION TITLE

eRA COMMONS USER NAME

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)

<table>
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<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>YEAR(s)</th>
<th>FIELD OF STUDY</th>
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NOTE: The Biographical Sketch may not exceed two pages. Follow the formats and instructions on the attached sample.

A. Positions and Honors. List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee.

B. Selected peer-reviewed publications (in chronological order). Do not include publications submitted or in preparation.

C. Research Support. List selected ongoing or completed (during the last three years) research projects (federal and non-federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and your role (e.g. PI, Co-Investigator, Consultant) in the research project. Do not list award amounts or percent effort in projects.