

Application Instructions

Application Checklist and Submission

Submit your application by 5:00 p.m. on Monday, April 12, 2021, [CTSI Application Submission Portal](#). Applications that do not follow the instructions or are submitted after the deadline will not be reviewed. Please confirm the following documents are included:

- 1. Signed Cover Sheet
- 2. Abstract, Translational Impact, External Funding Plan, Mentoring Plan
- 3. Project Proposal/Research Plan
- 4. Key Personnel and NIH Biosketches for Key Personnel
- 5. Budget, Budget Justification, and Cost Estimates
- 6. Letters of Support (as applicable)

Formatting Your Attachments

- Use Arial font, size 11
- Single spaced, left justified
- Use ¾" margins and standard 8.5"x11" paper

Applications Must Include the Following:

Cover Sheet

List the project's title, PI demographics, participant details (if applicable), and Co-I/Mentor demographics

Human Subjects, Animal Research, and Proprietary/Privileged Information

Note: For projects requiring IRB and/or IACUC approval, applicants should demonstrate they have taken preliminary steps to prepare submissions so minimal time will be lost in securing approvals.

Abstract (200 words or less)

Provide the rationale for the work, usually in the form of a research question to be answered or specific methodology problem to be addressed, and a description of the approach to be taken.

Translational Impact (200 words or less)

Describe how the proposed project will contribute to improved human health.

External Funding (500 words or less)

List the sources of external support that will be pursued following the UF-FSU CTSA Pilot Award, including the RFA/RFP/solicitation number, agency, tentative date of submission and why/how pilot project is aligned with solicitation requirements.

Mentoring Plan (200 words or less)

Summarize the mentoring plan and environment(s) for the project team's trainee(s) and/or junior faculty.

Project Proposal/Research Plan (3500 words or less)

Describe the proposed project and research plan and include the following sections:

- Rationale and Specific Aims/Objectives
- Background/Significance
- Innovation
- Approach (including Preliminary Studies, Design, Methodology, and Analysis Plan)
 - For NIH-defined clinical research projects:
 - Clearly justify the number of participants to be enrolled in the pilot and the number of participants needed for an externally funded study.

- Include a recruitment strategy that addresses feasibility, recruitment methods, and retention planning for success.



- Planned Enrollment Table (if applicable)
- Project Timeline; please use general timeframes (e.g., Month 1)
- References (NIH formatted)

Additional Information Required

NIH Biographical Sketches

NIH-formatted biosketches for PI, Co-I(s), and mentor(s). The NIH biosketch form can be downloaded at <https://grants.nih.gov/grants/forms/biosketch.htm>. Additional instructions for biosketches:

- Biosketches must be submitted using the new format (Rev. 03/2020 Approved Through 02/28/2023) and are limited to 5 pages.
- **All biosketches should include eRA Commons user names:**
<https://commons.era.nih.gov/commons/index.jsp>.
- **PIs:** Use the statement section to explain why you are well suited for the role of PI and how the project will contribute to your career development plan (as applicable).
- **Mentors:** Personal statement should include mentor's qualifications and role in the career development of the PI (as applicable).

Budget, Budget Justification, and Cost Estimates

- **NIH Detailed Budget for Initial Budget Period:** Submit a detailed budget and justification of expenses using the NIH's standard "Detailed Budget for Initial Budget Period," the form can be downloaded at <https://grants.nih.gov/grants/funding/phs398/phs398.html>.
- **Budget Justification Worksheet:** Applicants must include a separate budget justification for all line items. Include all costs associated with the project. Indicate the funding source for each line item (i.e. department, Gatorade, UF-FSU CTSA, etc.)
- **Cost Estimates:** UF CTSI Services require cost estimates in writing from UF CTSI Service Providers. No-cost consultations prior to submission of the proposal are strongly encouraged. For a complete list of available resources, please visit the UF CTSI website at: www.ctsi.ufl.edu/research.

For questions about allowable costs and constructing a budget, contact Angela Hunter-Edwards at afhunter@ufl.edu (UF).

Letters of Support

Trainees and Early Stage Investigators must include letters of support from their mentor(s).