



*Center for Molecular Studies in Digestive and Liver Disease*

# Gastrointestinal Cancer Pilot Project Grant Application Instructions 2007

Deadline: December 15, 2006

**Abramson Cancer Center of the University of Pennsylvania and the University of Pennsylvania's NIH Center for Molecular Studies in Gastrointestinal and Liver Diseases**

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**Submission & Budget Guidelines**

The Abramson Cancer Center of the University of Pennsylvania and the UPenn NIH Center for Gastrointestinal and Liver Diseases announces the availability of Pilot Project Grants for faculty to conduct cancer-related research projects.

**Investigator Eligibility**

- Full-time University faculty who have not held extramural support (R29, R01, P01) are eligible to apply for the Gastrointestinal Cancer Pilot Projects Program. The proposed area of research cannot be funded through an existing or prior peer-reviewed national research grant (i.e., NIH, ACS, DOD).
- Established investigators in other areas of biomedical research who wish to apply their expertise to a problem in gastrointestinal cancer.
- Established cancer or digestive and liver investigators who wish to study an area of gastrointestinal cancer that represents a significant departure from currently funded work.
- Non-faculty (e.g., residents, fellows, instructors) are not eligible unless a commitment letter by the Departmental Chair is provided stating the PI will become faculty by the start of the award.

**Research Project Criteria**

- The Gastrointestinal Cancer Pilot Projects Program funds innovative gastrointestinal cancer research projects, including colon, pancreatic, upper GI, liver, that have the potential for future peer review funding.
- Research projects currently funded through a national research grant will not be accepted.

**Award Terms**

1. Awardees are required to inform the Centers in the event that the Pilot/Feasibility Project receives external funding during the project period.
2. A final progress report is due one month after the close of the project period. The report will contain a one page synopsis of scientific progress, a list of resulting collaborations, publications, and grants, and a description of the relationship of the project to Core usage.
3. Awardees will provide interim reports concerning other support, resulting publications, and research activities for the Center's annual retreat and continuation applications.
4. If a Pilot/Feasibility Award does not receive external funding, it is eligible for one competitive renewal.
5. One may receive funding for only one Gastrointestinal Cancer Pilot Project during the Center's five year grant period.

## **Pilot Projects Program Grant Application**

### **Funding Limits**

The maximum award for the Gastrointestinal Cancer Pilot Projects Program is \$45,000.

#### **Allowable expenditures include:**

- Investigator/faculty salary support
- Research supplies and animal maintenance (no computers).
- Technician/laboratory personnel support (use employee benefit rate of 27.8% for full time and 7.6% for part-time employees and post-docs).
- Data manager support (for clinical research projects).
- Domestic travel when necessary to carry out the proposed research program.
- Publication costs including reprints.
- Registration fees at related scientific meetings.
- Costs of computer time.
- Special fees (pathology, photography, etc.).
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the faculty member.
- Small equipment (e.g., less than \$5,000).

#### **Non-allowable expenditures include:**

- Secretarial/administrative personnel.
- Office equipment and supplies.
- Tuition.
- Foreign travel.
- Purchasing and binding of periodicals and books.
- Dues and membership fees in scientific societies.
- Honoraria and travel expenses for visiting lecturers.
- Recruitment or relocation expenses.
- Office and laboratory furniture.
- Rental of office or laboratory space.
- Patient care expenses, including per diem charge for hospital stay.
- Non-medical or personnel services to patients.
- Construction or building maintenance.
- Major alterations.

**Questions regarding your budget can be addressed to Bob Wynne, Director of Financial and Administrative Affairs, at (215) 662-3976 or [wynner@mail.med.upenn.edu](mailto:wynner@mail.med.upenn.edu).**

### **Submission Guidelines**

- All applications must be submitted using the Gastrointestinal Cancer Pilot Projects Application Form. The application for a Gastrointestinal Cancer Pilot Project grant includes:
  - Cover page
  - Abstract of up to 250 words
  - List of approved or pending IACUC/IRB protocols; see Transmittal form
  - NIH biographical sketch
  - NIH other support (provide full information; do not use modular format)
  - Budget and justification: one year, up to \$45,000; one page only
  - Background, preliminary results, estimated core usage, research plan, and future directions; up to four pages total.
  - Senior Investigators should indicate how this project represents a new direction in their research.
  - References: one page only.
  - Appendix: pertaining to preliminary data only, no reprints.
  - Data Sharing Plan (Must be completed for application to be considered)

## Pilot Projects Program Grant Application

- A current *curriculum vitae* must be included with the completed application.
- Applications must include a completed, signed University Proposal Transmittal and Approval Form which can be obtained from the Abramson Cancer Center's website: [www.penncancer.org](http://www.penncancer.org). This form is to be signed by the submitting investigator and the respective Department Chair. The form is to be marked for "Internal Use Only." **Note that the signatures of the investigator and respective Department Chair are the only ones required.**
- The application, CV and Transmittal and Approval Form should be sent directly to the Cancer Center. Do not submit these to the School of Medicine Business Office or to the University Office of Research Services.

### Submission Deadline

The deadline for submitting a completed Gastrointestinal Cancer Pilot Project grant application is **December 15, 2006.**

**Return the original and nine (9) stapled single-sided copies of the application to:**

Barbara Lopez  
Research Coordinator  
Abramson Cancer Center of the University of Pennsylvania Office of Research Administration  
16 Penn Tower/4283  
Telephone: (215) 614-1954  
FAX: (215) 349-8299  
E-mail: [lopezb@mail.med.upenn.edu](mailto:lopezb@mail.med.upenn.edu)

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**SUMMARY OF SUBMISSION GUIDELINES**

<b>ELIGIBLE</b>	Faculty who have never held extramural funding or established investigators making a significant change in research direction.
<b>INELIGIBLE</b>	Interns, residents, postdocs
<b>OTHER FUNDING</b>	No national research grant for proposed research project
<b>FUNDING LEVEL</b>	Maximum \$45,000
<b>AWARD PERIOD</b>	Will be stated in the award letter
<b>DEADLINE</b>	December 15, 2006

**CHECKLIST**

<b>UNIVERSITY PROPOSAL AND TRANSMITTAL FORM*</b>	√
<b>COVER PAGE</b>	√
<b>ABSTRACT</b>	√
<b>NIH BIOSKETCH</b>	√
<b>NIH OTHER SUPPORT</b>	√
<b>RESEARCH PROJECT DESCRIPTION</b>	√
<b>PILOT PROJECTS BUDGET FORM</b>	√

\* Only signatures of investigator and respective chairman required. PLEASE RETURN TO THE CANCER CENTER.

**REMINDER: Please include the original and nine copies of the application.**