

**2023 CHERP PILOT PROJECT APPLICATION GUIDE**

Download the application form on the program website (<https://cancer.uci.edu/cherp>). Submit the application as a single PDF file to [cfcccadmin@hs.uci.edu](mailto:cfcccadmin@hs.uci.edu) by **November 14, 2022 (11:59 pm PST).** Required application components are outlined below. Refer to the application form for additional details. Incomplete applications will not be considered. Contact [cfcccadmin@hs.uci.edu](mailto:cfcccadmin@hs.uci.edu) if you have any questions about these guidelines.

**Format Requirements**. Arial font, 11 pt., minimum 0.5 inch for all margins, no appendices.

**CHERP Pilot Project Application Form Components**

*Red font text in the application form is included for guidance only and can be removed from your complete application.*

1. Project Details
   1. Project Details Cover Sheet
   2. Scientific Abstract (0.75 page)
   3. Lay Audience Summary (0.25 page)
   4. Research and Mentoring Strategy (3 pages max.)

D.1. Background and Significance

D.2. Specific Aims and Research Strategy

D.3. Student Recruitment and Mentoring Plan

D.4. Plans for Future Funding

* 1. Multi-PI Leadership and Collaboration Plan (1 page max.)
  2. Bibliography/References Cited (no page limit)
  3. Detailed Budget Tables and Justification

G.1.a. UCI Detailed Budget Table

G.1.b. UCI Budget Justification (1 page max.)

G.2.a. CSUF Detailed Budget Table

G.2.b. CSUF Budget Justification (1 page max.)

1. NIH-formatted Biosketches for MPIs and Key Personnel (no page limit)
2. Letters of Support (if applicable)

**Collaboration Forum**. One Collaboration Forum will be held annually during each pilot project application cycle. Each forum will facilitate collaborative research projects with special attention to areas of complementary cancer interests and skillsets between CSUF and UCI-CFCCC faculty. Plenary speakers and small round-table breakouts that comprise the sessions aim to promote idea generation, networking, and research brainstorming exercises. Interested pairs of faculty researchers are required to follow up with Program PIs (Tanjasiri and Tolmasky) to discuss collaborative research concepts. Please complete an interest survey ([click here](https://docs.google.com/forms/d/e/1FAIpQLSfkljKILJRJFDXDnM5G_4LlVEIwerkMGeh4uodjnSBvRer4Cg/viewform)) to help Program PIs learn more about your research.

2022 Collaboration Forum

Date: September 23, 2022

Time: 1:00 pm – 3:00 pm

Location: California State University, Fullerton

**Other Key Dates**

Applications Due November 14, 2022 (11:59 pm PST)

Internal Advisory Committee Review December 2022

Notice of Award January 2023

Earliest Funding Start Date February 1, 2023

**2023 CHERP PILOT PROJECT APPLICATION**

**1. PROJECT DETAILS**

1. **Project Details Cover Sheet**

|  |  |
| --- | --- |
| **Project Title** | |
|  | |
| **Budget Period**  (mm-dd-yy to mm-dd-yy) | **Total Costs Requested**  (Max: $100,000 - **direct** costs only) |
| 02-01-2023 to 01-31-2024 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY PERSONNEL**  *Please attach a current NIH Biosketch for each key person. Add rows to this table as needed.* | | | | |
| **Name** (First Last, Degree) | **Professional Title** | **Department** | **Role on Project** | **Institution**  (CSUF or UCI) |
|  |  |  | **Contact PI** | **CSUF** |
|  |  |  | **Contact PI** | **UCI** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGULATORY APPROVALS**  *If exempt, please include records of exemption.* | **Y/N** | **Protocol Number** | **Approval Date**  (indicate if pending) |
| This study involves human subjects or samples subject to IRB approval |  |  |  |
| This study involves vertebrate animals subject to IACUC approval |  |  |  |
| This study involves biohazardous materials subject to IBC approval |  |  |  |

|  |  |  |
| --- | --- | --- |
| **FOCUS AREA(S) ADDRESSED IN PROPOSAL**  *Please indicate the target area(s) for which the proposal is being submitted* | | **Select all that apply** |
| Addresses a cancer health disparity | |  |
| At least one under-represented student recruited, or planned to be recruited, from the Cancer Research Education Program ([CREP](https://www.fullerton.edu/biology/undergrad/crep.php)) | |  |
| Leverages [CFCCC Shared Resources](http://cancer.uci.edu/shared-resources.asp). | |  |
| Addresses any of these CHERP priority areas | Cancer risk factor reduction (e.g., tobacco, obesity)  Cancer screening  Cancer epidemiology (incl. epigenetics)  Cancer survivorship  Cancer mechanisms and treatment | |

**B. Scientific Abstract** (30 lines,Margins 0.5", Font: Arial 11 point)

|  |
| --- |
| Provide a succinct and accurate description of the proposed work. The abstract should be able to stand on its own (separate from the application). It should be informative to other persons working in the same or related fields and understandable to a scientifically literate reader. Avoid both descriptions of past accomplishments and the use of the first person. Please be concise. |
| **C. Lay Audience Summary** (3-4 sentences,Margins 0.5", Font: Arial 11 point) |
| Use non-technical language. Provide a clear overview of the research project in a way that can be easily understood by the general public. The lay summary should allow the public to understand the research and its value, impact, and applications to public health. If the application is funded, the summary and scientific abstract will become public information and will be shared with donors, the general public, and the media. |

**D. Research and Mentoring Strategy** (3 pages max. excluding references, Margins 0.5", Font: Arial 11 point)

Provide a full description of the project.

***D.1. Background and Significance***

***D.2. Specific Aims and Research Strategy***

***D.3. Student Recruitment and Mentoring Plan***

Applicants are encouraged to recruit under-represented students. Priority will be given to applicants who recruit students from the Cancer Research Education Program ([CREP](https://www.fullerton.edu/biology/undergrad/crep.php)).

***D.4. Plans for Future Funding***

Describe how this pilot project will lead to an extramural grant application.

**E. Multiple PI Leadership and Collaboration Plan** (1 page max., Margins 0.5", Font: Arial 11 point)

Describe how the MPIs will coordinate and manage the research and student mentoring plans.

* Roles/areas of responsibility of the PIs
* Fiscal and management coordination
* Process for making decisions on scientific direction and allocation of resources
* Data sharing and communication among investigators
* Publication and intellectual property (if needed) policies
* Procedures for resolving conflicts
* Change in PI

**F. Bibliography/References Cited** (no page limit)

**G. Detailed Budget and Budget Justification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * Applicants may request up to $100,000 in **direct** costs ($50,000 per institution) * Projects are limited to one year of support. * Large equipment (e.g., >$5K) requires justification and approval   ***G.1.a. UCI Detailed Budget*** | | | | | | |
| **PERSONNEL** |  |  |  |  | | |
|  |  |  | INST. | DOLLAR AMOUNT REQUESTED | | |
|  | ROLE ON | Calendar | BASE | SALARY | FRINGE | TOTALS |
| NAME | PROJECT | Months | SALARY | REQUESTED | BENEFITS |  |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
| **PERSONNEL SUBTOTAL** |  |  |  |  |  | 0 |
| **EQUIPMENT** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **SUPPLIES** |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **STIPENDS** |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **DOMESTIC TRAVEL** |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **OTHER EXPENSES** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **TOTAL COSTS** |  |  |  |  |  | **$0** |

***G.1.b. UCI Budget Justification*** *(1 page max.)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***G.2.a. CSUF Detailed Budget*** | | | | | | |
| **PERSONNEL** |  |  |  |  | | |
|  |  |  | INST. | DOLLAR AMOUNT REQUESTED | | |
|  | ROLE ON | Calendar | BASE | SALARY | FRINGE | TOTALS |
| NAME | PROJECT | Months | SALARY | REQUESTED | BENEFITS |  |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |
| **PERSONNEL SUBTOTAL** |  |  |  |  |  | 0 |
| **EQUIPMENT** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **SUPPLIES** |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **STIPENDS** |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **DOMESTIC TRAVEL** |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **OTHER EXPENSES** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |
| **TOTAL COSTS** |  |  |  |  |  | **$0** |

***G.2.b. CSUF Budget Justification*** *(max. 1 page)*

**2. NIH-FORMATTED BIOSKETCHES**

Append biosketches for MPIs and each key person.

**3. LETTERS OF SUPPORT** (if applicable)

Append Letters of Support, if applicable.