

## FORMAT OF THE APPLICATION FOR THE PEDIATRICS PILOT AWARD

The body of the grant must be five (5) single-spaced pages or less with standard type size of 11 to 12 points (no more than 15 characters per inch) and margins of at least 0.5 inch. Each application must contain the following items in the order outlined below:

1. Title Page (1-2 pages)
2. Revised applications: Response to comments and application updates (1 page)
3. Body of application (maximum of 5 pages, excluding the literature cited)
  - Specific aims (remember that this is for a 1-year project)
  - Background and significance of research.
  - Preliminary data - If applying for a second year of funding, this section should include a summary of the project to date.
  - Study design, methodology, statistics and data analysis and any problem areas anticipated
  - Literature cited (include complete citations)
4. Long term goals (1 page): Briefly describe the long-term goals of the research project that you hope to develop, if the pilot project is successful. Provide a short rationale for the proposed pilot project and planned research program, based on past experience of the applicant. Include your plan for future funding and career trajectory. If you have experienced life hardship impacting your career path timeline that should be considered as part of the grant review please include in this section.
5. Appendix material (optional; maximum of 2 pages)
6. Budget and detailed budget justification for each category. Budget should be completed on NIH PHS398 Form (page 4, Detailed Budget for Initial Budget Period) and include direct costs only. Attach applicable patient care quotes with the budget justification.

Category guidelines:

  - **Personnel:** Principal investigator salary is not allowed.
  - **Equipment:** Not Allowed. (Any individual item less than \$5,000 should be listed in supplies.)
  - **Supplies:** Itemize by category and provide details in the budget justification.
  - **Travel:** Must be directly related to proposed project and must be described in the budget justification. Foreign travel is not allowed unless required for the proposed research, and must align with current BCM policy.
  - **Patient Care Costs:** Provide details in the budget justification. Quotes should be included from all institutions detailing the research rate for the requested services and attached with the budget justification.
  - **Other Expenses:** Itemize by category and provide details in the budget justification.
  - **Subcontracts:** Not allowed.
  - No-cost extensions will not be granted. Therefore, you must be prepared to commence your research upon receipt of the award.
7. Applicant biosketch using the NIH format.
8. Letters of support and mentor's biosketch
  - Junior investigators should include their mentor's biosketch and a letter of support.
  - Include letters of support from collaborators and their role in the project.
  - Include letter of support from your section chief.
9. Assurances: Protocols using human subjects, animals, radioisotopes, lasers or biohazardous materials must have appropriate review and approval before account will be set up in SAP. It is not necessary to obtain these approvals before the application is reviewed; however, no-cost extensions will not be granted.

Applications require the signature of the section chief of the applicant's academic unit (on the Title Page). It is not necessary to obtain an institutional signature.