



**Boston Nutrition Obesity Research Center
Pilot and Feasibility Program 2018-2019**

INSTRUCTIONS FOR APPLICANTS

Full applications for Pilot and Feasibility Projects will be accepted only upon invitation from BNORC, based on review of a previously submitted Letter of Intent. Upon invitation, full applications must be submitted via the Center's website (<http://www.bumc.bu.edu/bnorc/>) no later than **Monday, October 1, 2018 at 11:59 PM EST.**

All applications will be compiled and reviewed for completeness by the Center's Administrative Office prior to being distributed to reviewers. The Study Section to review all applications will be held in October. Applicants will be informed of the funding results in November. Funding will begin December 1, 2018. If your proposal is deemed eligible for funding, you will be asked to provide Just In Time Information including applicable Committee Approvals (IBC, IACUC, IRB) prior to the release of funds.

DUE DATE for full applications: Monday, October 1, 2018 at 11:59 PM EST.

Please note the following:

1. All applications must be submitted as a single PDF file.
2. Include the applicant's name as a header. (It is recommended that you insert the header after the file has been converted to a PDF file.)
3. Include page numbers as footer. (It is recommended that you insert the footer after the file has been converted to a PDF file.)
4. All applications, regardless of applicant's institution must be reviewed, signed and dated by your institution's Office of Sponsored Research. Once the signing official has signed and dated the face page, this page should be scanned to a PDF file and inserted as the new page 1 of your application.
5. MD Fellows and senior postdoctoral trainees in their latter year(s) of training must include a letter from the Division Chief or Department Chair stating that institutional support exists for the applicant's existing or proposed faculty appointment and that adequate space and resources will be provided to the applicant so that he/she can complete the proposed project aims and most importantly transition to an independent position. Letters of support are limited to one page.
6. Other letters of support (e.g., from BNORC Core Directors) are optional for all applicants and may be included at the applicant's discretion.
7. Compile your final application in the order specified under "Application Content" below and submit as a single PDF online at: <http://bnorc.org/>.

Font

Use an Arial black font color, and a font size of 11 points. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.

Paper Size and Page Margins

Use standard paper size (8 1/2" x 11).

Use at least one-half inch margins (top, bottom, left, and right) for all pages.

Application Content

Applications must include each of the items listed below in this order. The application form included in your invitation email includes all of these content areas.

1. BNORC Application Form Page: Please complete all requested fields. ALL applications, regardless of

institution, must include an institutional signature.

2. Project Description

3. Year 1 Budget: Include a line item budget using the budget page provided. Projects will be funded to a maximum of \$25,000 direct costs for the first year. No funds will be awarded for indirect costs. Please be sure to include your effort as PI and indicate whether salary support is requested. Please note that the project period for year 1 will be 12/01/18-11/30/19 (12 months).

4. Entire Project Budget: Please copy the budget for Year 1 (above) and add the budget for Year 2 (if your proposed project will require a second year of funding).

5. Budget Justification: Please provide a brief written justification for each requested expense.

6. Updated NIH BIOSKETCH in current format including Research Support.

7. Research Plan: The research plan should include the items listed below (items A-G). Please note that items A-E may not exceed 5 pages.

- A. Specific Aims: A brief statement of the hypotheses being tested, questions asked and intended goal of the project. **Be sure to explain how the Aims will allow you to gather *critical preliminary data* for a larger proposal for a federal or national grant.** Please keep in mind that a P&F study is just that. If you have received a review from NIH or another granting agency asking for specific preliminary data to show feasibility, please explain here.
- B. Significance: A description of the significance of the proposed research with respect to its long-term objectives, relevance to nutrition and/or obesity, and relationship to the current knowledge in the field.
- C. Preliminary Studies: A brief description of relevant preliminary studies, if applicable. Include information that will convince the reviewer that your plan is feasible within the time frame of this 2 year P&F proposal (including your prior experience with a relevant method or availability of consultants). If you choose, you may integrate your Preliminary studies into the APPROACH section.
- D. Approach: A description of the proposed studies, including the underlying questions and hypotheses and experimental plan, with enough detail so that an informed scientist outside your specific field of interest will understand it. Be sure to describe how approach will allow you to collect critical preliminary data to establish feasibility of proof of principle toward a long-term goal. Include a description of potential pitfalls, alternative tactics.
- E. Timeline and Work Plan
- F. References Cited
- G. Human Subjects or Vertebrate Animals

8. Letters of Support: MD Fellows and senior postdoctoral trainees in their latter year(s) of training and all applicants who do not have an active faculty appointment at the time that this application is submitted must include a letter from their Division Chief or Department Chair stating that institutional support exists for the applicant's existing or proposed faculty appointment and that adequate space and resources will be provided to the applicant so that he/she can complete the proposed project aims and also move towards becoming an independent researcher. The supporting letter must also state that the data which will be obtained by the applicant is for his/her use and will be used to apply for independent research support. For faculty applicants, inclusion of a letter of support from the Department Chair or Division Chief is optional. Consultant letters of support should be uploaded here. **Each letter should not exceed one page.**

Guidance For All Applicants

1) The application should clearly explain how the proposed work is feasible and will provide critical preliminary data that will support a hypothesis (hypotheses) for an NIH K or RO1 grant application. We also ask that if the applicant has submitted an NIH grant application and reviewers have asked for specific pilot studies, the applicant state this in the research plan. It is important for new investigators to explain how the pilot application will support an **independent** line of investigation. **Candidates will be judged on their science and how the proposed pilot and feasibility application fits into their long-term research and career plans.**

2) Please include a statement as to how your proposed research fits into one of the Center's themes:

- Theme 1: Nutrient Metabolism in Health and Disease
- Theme 2: Brain Control of Feeding Behavior and Metabolism
- Theme 3: Environmental and Genetic Influences on Obesity and Related Chronic Diseases

3) Although not mandatory, Core usage is encouraged. If applicable, please include a paragraph describing planned Core use. Applicants who are considering BNORC core use are strongly encouraged to contact the respective Core Director.

- a) Adipose Biology and Nutrient Metabolism (at BMC/BUSM and Tufts)
- b) Epidemiology and Genetics (at Harvard T. H. Chan SPH)
- c) Functional Genomics and Bioinformatics (at BIDMC)
- b) Transgenic (at BIDMC and Tufts)
- d) Administrative (BNORC) (iDXA at Boston Medical Center)

4) Candidates must be eligible for NIH funding and therefore be a permanent resident or US citizen.

For additional questions or further guidance about the program or application process, please contact Donna Gibson, BNORC Administrator (dgibson@bu.edu) or Andrew S. Greenberg, MD, BNORC Associate Director for the Pilot and Feasibility Program (andrew.greenberg@tufts.edu).