ARC RESEARCH PLAN/REPORT FORM

Here is the URL to access the WebCAMP site for uploading the application:

To Be Notified (Inquire with Robin MacDonald at: remac@bu.edu)

☐ **A.** New Application ☐ **B.** Renewal/Report ☐ **C.** Application to ARC-Program/or Final Report

***Your ARC Title***: \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Names of ARC Directors*:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Faculty**

Using the Protocol Authoring and Review (ePAR) application process (first page in the electronic form), please enter names as follows:

Under ‘INVESTIGATORS’: Please list the names of your ARC Directors

Under ‘OTHER INVESTIGATORS’: Please list the names of the CORE BU/BMC faculty affiliated with the ARC. *For names not already in the ePAR system, please enter manually.*

Under ‘OTHER CONTRIBUTORS/STAFF’: No need to fill in this section. To list other participating members in your ARC (other than core members leading ARC projects), whether from BU or other institutions or industry, please fill in a .docx table using this template\*:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **Institution** | **Department** | **Area of Expertise for this Project** | **E-mail / Phone** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* This table should be included as a Supporting Document attachment. In this table please list the names of ARC members not directly receiving funding who have participated or will be actively participating in the ARC-funded projects this upcoming year. Note: Not all ARC members are expected to be directly involved in projects selected for a particular year, and for which the majority of funding will be needed (see budget instructions).

Under ‘ADMINISTRATORS AND OTHERS NEEDING ACCESS’: Please list Administrators or other persons who will need access to WebCAMP ePAR.

**(1) Abstract:** (The Abstract should be approximately 200 words)

**(2) Research**: *(3-4 pages not including references; single-spaced; font 12; a diagram/illustration may be added in addition)*

**2.A. New Application**

Rationale and Significance; Specific Aims of Research (list the PIs who will be directly and *inter-disciplinarily* involved in each of the stated Aims of Research and their **contribution to the interdisciplinary mission of your ARC);** General Outline of Research Approach/Design; Expected Outcomes

**2.B. Report/Renewal (years 2 or 3)**

Rationale and Significance; **1.** Past Specific Aims of Research (list the PIs who will be directly involved in each of the stated Aims of Research and their **contribution to the interdisciplinary mission of your ARC);** General Outline of Research Design; Results and Discussion; **2.** New Specific Aims of Research (list the PIs who will be directly involved in each of the stated Aims of Research and their **contribution to the interdisciplinary mission of your ARC);** General Outline of Research Design; Expected Outcomes

**2.C. Application to ARC-Program/or Final Report (post year 3)**

Rationale and Significance; Specific Aims of Research; How and to what extent were the Research Aims Achieved/Research Outcomes; List the PIs who were directly involved in each of the stated Aims of Research and their **contribution to the interdisciplinary mission of your ARC.**

**2.D. FOR ALL NEW & RENEWAL APPLICATIONS and/or REPORTS**

***When the Whole is More than the Sum of its Parts*:** Please describe here the interconnectivity and possible interdependency between at least most of the projects and research aims, and why this ARC is not just a possible collection of pilot grants:

**(3) Names and affiliation of all trainees involved with the ARC**:

|  |  |  |  |
| --- | --- | --- | --- |
| pre- or post? | Name | PI’s Name | Program/Department |
|  |  |  |  |
|  |  |  |  |
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**(4) ARC or pre-ARC Meetings and Workshops in preparation for ARC application/report- Dates, topics and names of presenters:**

-You may specify a fixed time of the month followed by names of presenters/discussion leaders, e.g., The ARC typically met on the first Monday of each month at 4 pm; Drs. X, y, z, A, B etc. presented over the course of the year.

-Alternatively, please specify exact meeting dates and the names of presenters/discussion leaders**. Note:** Not all meetings need to be attended by all ARC members. List also meetings with partial attendance.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Discussion Topic/ Title of Talk | Discussion Leaders/ Presenters | Location/ Program or Meeting Title (e.g.,ASH, Russek Day etc) |
|  |  |  |  |
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|  |  |  |  |

**(5) Distribution of ALL ARC participants (Core and non-core members):** Please list % of faculty from Charles River Campus vs. Medical Campus vs. other participants (e.g., industry), and within each % in different departments. **Pie charts with an index are encouraged.**

**(6) Highlight one main discovery (or few) we could use to feature your ARC (this might be relevant to ARC Year ≥ 2):**

**(7) Vision for potential technology development arising from current ARC discoveries (specify if you seek help/support in this process):**

**(8) Community engagement:** Please described past or planned activity related to Community Engagement, if relevant to your ARC.

**(9) Other ARC activities you wish to report:**

**- How has your ARC succeeded?**

**- How has it fallen short?**

**- What are the obstacles to future collaborations, if any?**

**(10) Supporting Documents:**

Using the ePAR application process, please submit:

-the table of OTHER CONTRIBUTORS/ STAFF

-an NIH Biosketch for each of the ARC Directors and as you see fit (optional) for other **Core** personnel (to be uploaded electronically in the page titled “Biographical Sketches” listed in the Application Section Menu).

* to follow: BUDGET FORM---

ARC BUDGET PROPOSAL & JUSTIFICATION FORM

**A.** New Application ☐ **B.** Renewal/Report ☐ **C.** Application to ARC-Program/or Final Report ☐

***Your ARC Title****:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Names of ARC Directors****:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Budget (New and Renewal Applications)**:

*Please read carefully the following instructions/clarifications:*

**-** We expect to fund selected ARCs (at a range of 40-80K per ARC per year; level to be determined), with possible renewal following a yearly report/review, for up to 3 years. As the projects develop, ARC directors will determine the final distribution of budget based on research needs, in coordination with ARC members, and the IBRO director.

**-** We recommend distribution of most of the funds to cover costs of supplies and services for project development. ARC funds should not be used to cover salaries involving fringe benefits (as this will leave very little for needed supplies and core services). We recommend no more than 15K per ARC-Project investigator. We encourage you to use a small portion of the budget for ARC meeting activities and local seminars.

**-** Not all investigators affiliated with the ARC must be directly funded by an ARC and listed in the Budget Table below. They might be included as ARC members because of their access to and/or contribution of a technology, general interest and expertise, etc. These investigators will still benefit from access to ARC organized meetings, seminars, data-bases, co-PI grant applications and collaborations, etc., and % of indirect cost from grants they co-PI within an ARC. In subsequent years of funding, they could be included for funding, as the program sees fit.

**Budget Table**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget category (e.g., trainee’s salary; supplies; research core fees | Per each category, Names of Personnel directly involved/affiliation | Sum requested per year | Comments (if any) |
|  |  |  |  |
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**Budget Justification: Please itemize justification**

For New Grants:

Budget requested for upcoming year, and justification (category and portion, roughly; you may suggest new categories)

For Grant Renewal or Grant Reports:

List the main categories on which the budget was spent in the past Year (category and portion, roughly)

For Graduating ARCs towards an ARC-Program (completed 3 years of funding):

You are able to apply for a budget of up to 10K per year to support your ARC monthly meetings, continued workshops and seminars that benefit the ARC and community (this sum may be increased/decreased depending on the number of applicants, etc). The purpose of this budget is to allow you to continue and function as an ARC, but at this stage, with research supported from your grants. In your budget justification, outline predicted use of this budget. *With time, ongoing ARCs will be able to submit new full grant applications, with a yet new creative, transformative idea at hand*.

* to follow: ARC PROGRESS REPORT FORM- publications, grants etc. –

ARC PROGRESS FORM (ARC-RELATED PUBLICATIONS & GRANTS)

Renewal/Report ☐ Application to ARC-Program/or Final Report ☐

***Your ARC Title****:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Names of ARC Directors****:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**(1) Publications:**

**List of ARC-related publications and ARC-related abstracts presented in meetings** [underline names of ARC members; Please list ALL publications since the birth of your ARC] *(Add rows as needed)*

|  |  |
| --- | --- |
| Indicated  Published/ Submitted/  Under review | Publications  Abstracts |
|  |  |
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**(2) Achievements: Grants** [Please list **ALL** grants related to ARC research since the birth of your ARC; include also from pre-ARC era] *(Add rows as needed)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names of Co-PIs / Co-Investigators** | **Grant Agency/ Grant Number/Specify BMC or BUSM?** | **Grant Title** | **Funding Period** | **Funded (F) / Pending (P) / If funded, specify $ direct cost per year** |
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