ITMAT
Institute for Translational Medicine and Therapeutics

Transdisciplinary Awards Program in Translational Medicine and Therapeutics

Translational Biomedical Imaging Center Collaborative Pilot Grant Program
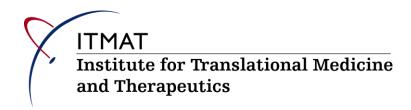**(TAPITMAT-TBIC)**

Submission Requirements

<u>**Guidelines**</u>
- TAPITMAT-TBIC grants are available to registered members of the Institute for Translational Medicine and Therapeutics as well as Associate Members who hold Instructor A or Research Associate positions.
- These proposals require at least two Co-Principal Investigators, one investigator whose primary research focus is in imaging methodology development and another investigator whose research is focused on biomedical science. At least one of the co-principal investigators should have a primary appointment in the School of Medicine. The TBIC adopts a broad definition of imaging science and seeks proposals that focus on anatomic or functional imaging approaches that span from the microscopic to *in vivo* regimes. Proposals that include a broad range of imaging methods including image acquisition techniques, image analysis, imaging probe development will be considered. Proposals that include multidisciplinary research teams and young investigators are encouraged for the pilot research program.
- All proposals are due by **December 8, 2017 at noon** for a project start date of **February 1, 2018.** *LATE SUBMISSIONS WILL NOT BE ACCEPTED NOR, WILL EXTENSIONS BE GRANTED.*

<u>**Required Documents**</u>
- **Proposal Submission Form:** This form is no longer required as approvals are accepted electronically utilizing ITMAT's Pilot Grant System which can be found at www.med.upenn.edu/apps/itmat/pg. Please refer to Document Submission Section for specific instructions related to this system. **Proposal Submission Form:** This form is no longer required as approvals are accepted electronically utilizing ITMAT's Pilot Grant System which can be found at www.med.upenn.edu/apps/itmat/pg. *PLEASE ENSURE THAT YOU CHOOSE THE TBIC GRANT PROGRAM WHEN SUBMITTING YOUR GRANT.* Please refer to Document Submission Section for specific instructions related to this system.
- **Abstract Page:** The abstract page should be no longer than 250 words.
- **Budget:** Please use the excel template budget page and provide detailed expenses.
- **Budget Justification:** Please provide a short justification for all personnel, supplies, and equipment that will be expensed to this project. Please provide a distinct justification if resources are to be spent on services provided from outside Penn.
- **NIH Biosketch:** An NIH format biosketch must be submitted for the PI and the Co-PIs only.
- **Research Proposal:** The research proposal shall be no longer than two single-spaced pages with one-inch margins and should include the essential background information relative to the project. Please use arial 11 font. Please indicate the importance of this funding to the feasibility of your research proposal. Please indicate if any other funds are available to you for the proposed research. References should be attached to your research proposal and will not count toward your two page limit. *NO OTHER SUPPORTING DOCUMENTATION WILL BE CONSIDERED.*
- Copies of **IRB and IACUC approval letters** will be required if an award is funded. Funding will be delayed until these approval documents are received.

Budget Guidelines
- Maximum allowable expenditures are $50,000 whether your proposal is for one year or for two years.
- Budgets must be submitted on approved excel template.
- Name, title/role, percent effort, salary, and benefits must be defined in the budget for each grant participant. There is no salary cap limit since funds are from a non-grant source.
- Supplies should be detailed by type and number in the budget and the budget justification.
- If applicable, animals should be detailed by quantity required, cost, and per diem in the budget and budget justification.
- Equipment expenditures and service contracts should be detailed in the budget and budget justification. Please keep in mind that equipment is defined as any item costing more than $5,000 with an estimated useful life greater than one year.
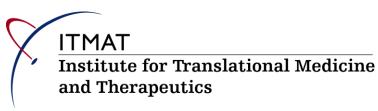
Other
- Any publications that are the direct result of this funding must reference:
  - **"Supported in part by the Institute for Translational Medicine and Therapeutics of the University of Pennsylvania."**
  - **"Research reported in this publication was supported by the National Center for Advancing Translational Sciences of the National Institutes of Health under Award Number UL1TR001878. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH."**
- A progress report will be requested every year for 4 years so that we can track the success of supporting projects that result in the receipt of a grant or a publication. You will receive a system generated notification requesting you to complete one annually.
- **You will be prohibited from applying for ITMAT pilot funding if you do not reference the funding support on publications and if you do not submit progress reports.**

Document Submission
All applications should be submitted via ITMAT's Pilot Grant System at www.med.upenn.edu/apps/itmat/pg.
PLEASE ENSURE THAT YOU CHOOSE THE TBIC PROGRAM WHEN SUBMITTING YOUR GRANT PROGRAM. You will need your PennKey logon and password to access this system. If you do not have a PennKey, obtaining one will take at least 48 hours so do not wait until the last minute. We will not accept applications late because of this. Once you start an application, you can proxy someone (grants manager, post doc, etc.) to finish it for you.
- Each investigator and Co-Investigator must be an ITMAT member.
- Each Investigator and Co-Investigator must have the approval of their respective Business Administrator.
- *Penn Faculty should select the Business Administrator or Grants Manager that normally signs off on all of their research proposals.*
- *CHOP Faculty* must select Berenice Saxon, Michael Campbell, Prema Sundaram, or Robert DeNight as their Business Administrator. *PLEASE ONLY CHOOSE ONE. Wistar Faculty* must select Jessica Blodgett as their Business Administrator.
- *University of the Sciences Faculty* must select Sarah Robertson as their Business Administrator.
- *Please ensure that the documents you upload are the final documents. ITMAT will not update or replace files. This means that prior to hitting the submit button, all documents must be final.*
- *When contacting the ITMAT business office, please use the same discretion you would employ if contacting an external sponsor.*

- ***Please ensure that you have liaised with all of the Co-Investigators on your application. This will avoid proposals being rejected by their Business Administrator.***
- All documents must be uploaded by ***noon*** on the due date of the proposal to ensure time for all approvals. All approvals must be completed by ***5 pm*** on the due date. ***We suggest you do not wait until noon to start uploading documents.***
- Once all approvals are completed, the grant will be received by ITMAT.

Application or Funding Questions
Please direct any questions related to the grant submission, grant award, or grant management Jessica German, bickhart@upenn.edu, or Jason Molli, molli@upenn.edu.