

**CLINICAL AND TRANSLATIONAL SCIENCE AWARD (CTSA)
North and Central Texas Clinical and Translational Sciences Initiative (NCTCTSI)**

PILOT AWARD GRANT GUIDELINES

Ethical Approval

Proof of IRB and/or IACUC approval or exemption is required for all grants, prior to funding.

Distribution and Administration of Funds

These pilot awards are funded through Dr. Milton Packer's CTSA grant from the NIH. Pilot award recipients appointed to UT Southwestern will have funds distributed into an account at UT Southwestern. For accounting purposes, Dr. Packer will be listed as the Principal Investigator (PI) on each account. The accounts will be managed by the Department of Clinical Sciences (DCS). Therefore, all online forms will be routed through DCS accounting for first approval. DCS will provide your designated administrative staff person with DPIN access to the account, so that they can monitor the expenditures and account balance. Award recipients from institutions other than UT Southwestern will have funds made available through a subcontract between UT Southwestern and the recipient's institution.

Continued funding will be contingent on successful progress and /or completion of project. In addition, unspent funds will be returned to the pilot grant award administrator in the event that the project is determined to be unfeasible, is not completed for any other reason(s), an extension has not been requested & approved by the grant's expiration date or the funds are no longer required for the project (e.g., if external support is obtained for the same project).

These pilot grants are funded through a NIH grant and must be completed within one year. We now have limited provisions for approving no cost extensions. Therefore, only those with extraordinary justification will be considered. There are strict guidelines for requesting a no-cost extension. Requests for no-cost extensions must be submitted thirty days prior to the expiration of the grant and cannot exceed six months. Requests submitted after the expiration date will not be accepted.

Reporting Requirements

Pilot award recipients are required to give an oral presentation of their project before their peers and a panel of experienced clinical researchers (see attached presentation guidelines). A weekly schedule will be established. Also, pilot award recipients are required to attend 50% of their peers' presentations. Recipients are required to complete and submit a progress report form (see attached) at twelve months. In the rare case of a no cost extension, recipients are required to submit another progress report form after the extension expires.

Study Participant Reimbursements

We ***strongly discourage*** pilot award recipients from using cash as a form of reimbursement for study participants. We prefer that you use gift cards and/or check requests (CKR) through OAS to reimburse study participants.

Requests for Revisions

Any revisions to the budget, percent efforts and/or personnel must be pre-approved by the Pilot Award Committee. The PI must submit all revision requests in writing via email to NCTCTSPilotAward@utsouthwestern.edu and include a detailed reason for the proposed changes along with a revised budget form and justification (if applicable).

July 8, 2009

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Grant Citations

Please remember to acknowledge the CTSA NIH Grant UL1-RR024982 in all publications resulting from any support received under the CTSA. Citation information is available at <http://www.utsouthwestern.edu/utsw/cda/dept174769/files/485842.html>

For publications supported by the Children's Medical Center Foundation, the publication should also include the following statement: "This project was supported in part by Children's Medical Center Research Foundation".

For publications supported by the Children's Medical Center Foundation, the publication should also include the following statement: "This project was supported in part by The Baylor College of Dentistry and The Baylor Oral Health Foundation".