

HEALTH NIMHD – RCMC

Addictions Research and Cancer Prevention

Investigator Development Core PILOT GRANT PROGRAM (PGP) FAQs

PGP PROPOSALS REQUEST FOR APPLICATION (RFA): CALLS AND PRIORITIES

1. **How many HEALTH-RCMI PGP RFA calls occur per year?**
 - a. The PGP releases 2 calls per year; the first occurs in the Fall semester and the second occurs in the Spring semester.
2. **How many proposals does the PGP support per year?**
 - a. The PGP supports 3-5 innovative (\$30,000-\$50,000 per proposal [direct costs]) pilot grant proposals per year.
3. **How many proposals per cycle are supported?**
 - a. The PGP supports 1-3 pilot grant proposals per cycle.
4. **Does the HEALTH-RCMI have funding priorities for the PGP?**
 - a. Although not a requirement, preference for funding will be given to proposals that address health disparities related to: (1) Alcohol, Tobacco, or Other Drug Use (ATOD) – including comorbidities with other health outcomes; (2) Cancer prevention and/or treatment outcomes, especially for breast, lung, liver, or colorectal cancers; (3) Social determinants of health – including access to quality care, and (4) Culturally competent prevention and healthcare services. Special interest will be given to innovative basic biomedical or clinical science approaches to addictions research and cancer prevention. Please note, the Principal Investigator(s) must be an [early-stage investigator](#) with priority given to [underrepresented minority scientists](#).
5. **Where can I locate the PGP RFA guidelines?**
 - a. The PGP RFA guidelines may be downloaded [here](#).

PGP PROPOSAL PREPARATION

6. **Can my PGP investigative team consist of mid-career and senior investigators?**
 - a. All PGP proposals must include an [early-stage investigator](#) as the Principal Investigator and/or Multiple Principal Investigator (MPI). However, mid-career and senior investigators may participate in select roles, such as - but not limited to - MPIs, co-investigators, faculty mentors, consultants, and/or statisticians.
7. **Prior to my PGP submission, am I required to submit a letter of intent (LOI)?**
 - a. The HEALTH-RCMI strongly encourages prospective applicants to submit a LOI; however, the LOI is not required. Furthermore, LOIs are non-binding and do not require submission of a subsequent application.
8. **Where can I locate the LOI template?**
 - a. The LOI template may be downloaded [here](#).
9. **I am interested in receiving HEALTH-RCMI support from one or more of the cores (i.e., [Administrative Core](#), [Community Engagement Core](#), [Investigator](#)**

Development Core, and Research Infrastructure Core). How should I incorporate core support into my PGP proposal?

- a. Please select the core(s) you intend to request support from and specify which services are required. HEALTH-RCMI core support must be noted in the “Request for RCMI Resources” section of the proposal document. Learn more about the cores and services by clicking the relevant links above.

10. I am interested in receiving HEALTH-RCMI service support (e.g., statistical support, data management, project design, research methodology) to execute my PGP. How do I include this in my PGP proposal?

- a. Please visit the HEALTH-RCMI’s [NITRO request portal](#) to view available services (UH credentials required). HEALTH-RCMI service support must be noted explicitly in the “Request for RCMI Resources” section of the proposal document.

11. Where can I submit HEALTH-RCMI service support request?

- a. Please visit the HEALTH-RCMI’s [NITRO request portal](#) to submit a service request (UH credentials required). Please submit your request at least 2-3 weeks in advance to allow sufficient time for HEALTH-RCMI leadership and staff to fulfill your service request.

12. Should I meet with the Community Research Advisory Board (CRAB) prior to submission?

- a. The HEALTH-RCMI strongly encourages prospective applicants to meet with the CRAB prior to submission of the PGP proposal. Please note that you must be a [HEALTH-RCMI affiliate](#) prior to meeting with the CRAB. Once affiliated, please submit a [NITRO request](#) to meet with the CRAB.

13. Should I include community partners in my PGP application?

- a. The HEALTH-RCMI strongly encourages active participation of a community-based organization, faith-based organization, and/or service provider (e.g., Federally Qualified Health Center) with a history of addressing health disparities in Texas. Alternatively, the PGP proposal must be responsive to [NIMHD](#) funding priorities and advance data-driven and culturally-responsive breakthroughs in prevention, early detection, diagnosis, interventions, and disseminated resources addressing addictions and cancer prevention.

14. What qualifies as an allowable or unallowable budget cost?

- a. Please view allowable and unallowable budget costs on page 4.

PGP PROPOSAL REVIEWING PROCESS/NEXT STEPS

15. What scoring system does the PGP utilize?

- a. Each PGP application will be scored and reviewed according to the current [NIH scoring system](#).

16. How does the HEALTH-RCMI solicit personnel to review PGP proposals?

- a. The PGP Scientific Review Group is solicited based upon relevant research expertise and mid-career or senior investigator status. Please note that submitting a LOI will facilitate timely selection of Scientific Review Group members.

17. I applied for the PGP but I did not receive a fundable score. What are the next steps to ensure a successful resubmission?

- a. Applicants who do not receive notices of award are strongly encouraged to carefully review their summary statements and address reviewers’ comments prior to resubmission.

18. I need clarification on my Scientific Review Group (SRG) feedback. Who should I contact?

- a. To receive further clarification on your SRG feedback, please contact HEALTH-RCMI staff via email (healthrcmi@cougarnet.uh.edu). HEALTH-RCMI staff members will promptly assist and connect you with the IDC leadership team.

19. I applied for the PGP but I did not receive a fundable score. How many times am I allowed to resubmit?

- a. Applicants are allowed to resubmit once. If the resubmission is not awarded, the applicant may submit the original PGP proposal as a new application. Applicants are strongly encouraged to meet with the IDC leadership team to discuss their scores and approach prior to submitting an application that was not awarded on resubmission.

PGP AWARDEES

20. When should I begin the compliance and congruency review process?

- a. Compliance and congruency review must be conducted following internal review and approval for PGP proposal advancement. Once notified of PGP proposal advancement, please submit the compliance and congruency review as soon as possible. Click [here](#) to view UH Institutional Review Board information.

21. Is compliance and congruency approval required prior to the Notice of Award (NOA)?

- a. Yes, IRB approval is required. PGP awardees will **not** receive a NOA until they have proof of IRB approval.

22. Are timeline extensions allowed for my PGP?

- a. Yes, one No-Cost Extension (NCE) is allowed and provides a maximum of 3 months to be added to the project timeline. Please inquire about a NCE no later than your 3rd quarterly meeting as this requires advance approval from the HEALTH-RCMI PI and IDC Director.

23. I was previously awarded a PGP as PI and my project funding year is ending soon/has ended. Am I allowed to submit a new PGP application?

- a. Former HEALTH-RCMI pilot grant awardees (Principal Investigators) are **not** eligible to apply for a second pilot grant through this mechanism. However, Co-Is and/or other team members on formerly awarded PGP applications are allowed to submit an original application as PI/MPI.

HEALTH-RCMI AFFILIATION

24. I am interested in becoming a HEALTH-RCMI affiliate, exploring resources, and finding future funding opportunities. How can I become a HEALTH-RCMI affiliate?

- a. Thank you for your interest in the HEALTH-RCMI. For more information on HEALTH-RCMI affiliation and application processes, please click [here](#).

PARTICIPATING AS A PGP REVIEWER

25. I am interested in participating as a PGP reviewer for the upcoming cycle. How can I be considered?

- a. Thank you for your interest in reviewing for the upcoming PGP RFA cycle. Please email HEALTH-RCMI staff (healthrcmi@cougarnet.uh.edu) for more information.

**Investigator Development Core
Pilot Grant Program Proposal Allowable and Unallowable Budget Costs**

Allowable Budget Costs	Unallowable Budget Costs
Computational services	Indirect cost (IDC) recovery
Consulting fees	Equipment
Data collection fees, instruments, surveys, and supplies	Faculty salary support (salaries for postdoctoral fellows, research staff, or students are supported)
Laboratory fees, supplies, disposables, and reagents	Food and beverages that are not travel-related
Human subject payment	Maintenance fees
Animals and/or biological materials	Office supplies
Essential travel required to execute the project (e.g., mileage; parking; meals, as allowable)	
Salary support for postdoctoral fellows, research staff, or students	
*Note: Partial salary for research faculty positions that are entirely soft money supported may be budgeted with advance permission from Dr. Ezemenari Obasi; please obtain permission via email.	
Software (with sufficient justification)	
Publication/open access fees as budgeted and/or approved by IDC leadership.	
Electronics (i.e., computers, laptops, tablets, etc.) may be allowable with prior approval from Dr. Ezemenari M. Obasi (RCMI, PI) but must be relinquished to the HEALTH Center for Addictions Research and Cancer Prevention at the end of the funding period.	