

COBRE Center on Opioids and Overdose Pilot Project Award Program

Pilot Proposal Checklist

- Pilot awards of up to 40K each are awarded based upon the merit of the application and the project are up to 1 year and renewable
 - Applications should follow a standard NIH format using PHS 398 forms and instructions, including a section on human subject protections when applicable
<https://grants.nih.gov/grants/funding/phs398/phs398.html>
 - Advisory Committee approval - communication from the AC chair (at a minimum) will be required indicating that the AC concurs with supporting the project
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- Eligibility: Early Stage and New Investigators will be given priority for leading a Pilot Project, but independent investigators of all ranks are eligible. Individuals holding postdoctoral, trainee, or similar non-independent positions are not eligible to lead COBRE Pilot Projects.
 - Face page: should include investigator name, academic title, institution, address, title of project, and institutional grants management official.
 - Project Summary (page 2): One page summary of the proposal.
 - Budget: Itemize using PHS 398 Form page 4 and include brief budget justification. Costs for equipment (>\$5000) or renovation are not permitted. Direct costs only will be funded.
 - Biosketch: A biosketch, following the new NIH format, for the PI and mentor should be provided.
 - Research Strategy Section: Follow NIH PHS Form 398 outline. The Research Plan should include the following and be no more than 5 pages:
 - Specific Aims: Describe the project goals for 1 year pilot project period. No more than ½ page recommended.
 - Significance: Include overall significance of the project, including relevance to goals of the SCA COBRE, and plans for use of data from pilot project for subsequent independent funding.
 - Innovation: Include both conceptual and any technical innovation.
 - Approach: Preliminary data and research plan, including expected results and alternative approaches. Preliminary data is not required but is encouraged.
 - References
 - PHS Human Subjects and Clinical Trials information
Note: All NIH funded studies that meet the NIH definition for clinical research must address plans for the inclusion of women and minorities within the application or proposal.
 - Vertebrate Animals per PHS 398 Instructions (if applicable)
 - IRB, IACUC and/or biosafety/select agent approval letters (as applicable)
 - Human subject protection education for all key personnel included in human subjects research
 - Biosafety/Select Agents: Per PHS Form 398. Indicate Institutional Safety Committee approvals.

- A letter from the mentor agreeing to advise on the conduct of the proposed research should be included with the application.

Expectations

Upon acceptance into the program, Awardees will be expected to:

Pilot Investigator Progress Timeline		
Year	Activity	Expected Action
Year 1	Individual Development Plan (IDP)	Create IDP in collaboration with primary mentor during the first quarter of project start.
	Internal presentations	Two presentations <ul style="list-style-type: none"> • COBRE meetings • COBRE Annual retreat • COBRE bi-annual Symposium
	Abstracts	Submission of at least one abstract to a scientific conference by the end of the project.
	Conference presentations	RI IDeA Symposium or other

Each award is for 12 months only, although outstanding pilot investigators may be able to apply for additional COBRE funds with a renewal application for an additional 12 months. All pilot investigators are expected to:

- Work with mentor(s) to develop an Individual Development Plan (forms provided).
- Submit at least 1 scientific conference abstract.
- Work with COBRE Core Managers to identify areas for support.
- Attend monthly COBRE meetings, COBRE Symposium, Annual Retreat, and RI IDeA conference
- Work with the Community Engagement Research Core to engage the Community Advisory Board (CAB)
- Present research at a minimum at two COBRE sponsored events
- Complete quarterly progress reports and annual research progress report.
- Provide annual progress reports to the Program Administrator for at least 24 months following end of award
- Complete COBRE evaluation at the end of funding.
- Acknowledge sponsorship from the COBRE on Opioids and Overdose supported by the grant in all research publications submitted during the performance period and those resulting from work conducted during the performance period (See [Acknowledge - Opioid COBRE Center](#) for citing COBRE funding)
- Link all publications related to COBRE support to the COBRE project in [my NCBI](#).