

Instructions for Application to the Center for Clinical and Translational Research (CCTR) Pilot Grant Program (v2/2015)

What is the CCTR Pilot Grant Program?

The CCTR Pilot Grant Program is a collaborative research support program of Nebraska Medicine and UNMC that is intended for investigator initiated research that is either leading to or supported by an extramural grant.

What do I need to submit to be considered for a grant?

A complete application includes the following:

- CCTR Pilot Grant application form
- Study protocol (including aims, hypotheses to be tested, rationale, and study methods)
- IRB Application, informed consent documents, copy of the research matrix, and IRB letter of approval, once received. The application does not have to be approved by the IRB at time of submission but must be approved before receiving final approval.
- A separate Statistical Analysis (section 10) that answers questions a. through e. Sample size justification should be included.
- A Protocol schema is helpful for any protocol that includes more than one arm, or involves complex testing.
- The Budget pages or contract documents relevant to the grant funding any part of the study must be submitted. Include FDA letter assigning the experimental drug (IND) or device number (IDE), where applicable.
- Budget justification for each item requested. Professional Fees may be included in the budget.
- Submit an electronic copy of these documents to pilotgrantprogram@unmc.edu.

If I have questions or want to discuss the budget, who should I call?

If you need help with this application, including hospital or professional charges, call either LuAnn Larson, RN, nurse manager of the CRC at 9-7685 or email llarson@unmc.edu or Katie Penas, MHA, finance analyst at 2-6601 or email kpenas@nebraskamed.com.

How is the budget for this application different than the Research Matrix?

The budget for this application is requesting those items that you wish the pilot grant to pay for and therefore may not include all charges associated with the study since some charges may be covered by a different grant or billed to insurance.

The Matrix is designed to assist in accurate billing of research participants and designates which charges are being paid by which entity (the study, participant, insurance, or other). The matrix is designed to assist all those involved in the billing process to determine

accurate billing for each research participant. A subject list is kept on each study so charges can be verified accordingly.

When and how do I submit a proposal?

Submit all required documents electronically to pilotgrantprogram@unmc.edu. The CCTR Pilot Grant Review Committee meets the second Tuesday of each month. To be considered at the next meeting, a complete proposal needs to be submitted by 5pm three weeks prior to the meeting. Proposals that are not complete will be tabled until the next months's meeting.