Clinical and Translational Pilot Grants Program
Request for Proposals and
Full Application Instructions – 2026 – for
project start dates of Jan 2027
Invited from Preliminary Applications Only

Goals and Background
The mission of the Delaware CTR ACCEL Program is to accelerate clinical and translational research that addresses health outcomes of Delawareans. The CTR Pilot Projects Program annually solicits applications for funding of projects related to clinical and translational (C&T) research. C&T Pilot grants may be either *Regular C&T Pilots* or *Community Engagement C&T Pilots*. Regular C&T Pilots will provide funds for a 1-year period; Community Engagement C&T Pilots will provide funds for an 18-month period. A budget of up to $100,000 direct costs may be requested. Both types of Pilots are intended to allow a research team to develop a more substantial basis for independent external support from the NIH. Awards will start Jan 1, 2027. **Since the CTR is funded through the NIH, it is important that projects fit within current NIH priorities.**

Deadlines
Full Applications are due *Monday, May 11, 2026 by 5:00 PM*. Only those invited after the preliminary Letter of Intent Review will be considered. PIs are strongly encouraged to complete the submission process well in advance of their deadline, as the submission windows will close at 5 pm sharp and *no exceptions will be made*. Partial or incomplete applications will not be reviewed.

Proposals must be submitted by the PI. Proposals submitted under another user's ACCEL account will not be accepted. Information from the LOI does not carry forward to this application.

***REMINDER: The proposal PI must be registered as an ACCEL user and have a valid ORCID account linked to ACCEL. If an ORCID is not linked to the investigator profile and their full profile is not populated, the application will be administratively withdrawn.

Eligibility
Grants are given to support clinical or translational work that will addresses health outcomes of Delawareans and facilitate the growth or expansion of the PI's work toward an impactful and independent line of research that will be competitive for external support from the NIH.

PIs must be from one of the ACCEL partner institutions, i.e., University of Delaware, Nemours, Christiana Care, and Delaware State University. Multiple PI (MPI) applications are allowed, as long as all PIs are from ACCEL partner institutions. PIs of Community Engagement C&T Pilot proposals *must* include a community

member (not from a partner institution) as a member of the research team.

PIs must hold a faculty appointment or equivalent at the time the award commences. These are individuals who can independently apply for Federal or non-Federal investigator-initiated peer-reviewed Research Project Grants (RPGs). Individuals holding postdoctoral fellowships or other positions that lack independent status are not eligible PIs.

PIs may not concurrently have research funding from other IDeA Program award mechanisms (e.g., INBRE, COBRE, CTR). If the proposal includes subcontracts, please consult with your institutional PI prior to submitting. Subcontracts to institutions located in non-IDeA states are not allowed. However, services provided in non-IDeA states can be purchased on a fee-for-service basis. Pilots may not overlap with ongoing funded projects.

Credentialing
Investigators who will be working in hospitals may need to obtain credentials and are encouraged to begin that process well in advance of the start date of the grant, as the process can take several months.

Award Information
All pilot awards must consist of clinical or translational research (see https://ncats.nih.gov/translation/spectrum for NIH's definition). A goal of the DE CTR is to improve health outcomes of Delaware. Therefore, proposals must include primary measures/metrics of health outcomes. In addition, more than half of all pilot proposals awarded by ACCEL must be clinical, i.e., involving human subjects. Further, because community engagement is a priority of the Delaware CTR ACCEL Program, ***all applications (i.e., including Regular C&T Pilot applications) must outline a plan for outreach***, involvement, and/or dissemination of their research findings to a relevant community. See the CDC's definition of community engagement for more details. While all applications must address Community Engagement, 18-month CE applications will require a more detailed plan, including a Community Engagement & Dissemination Plan (1-pg). (see CE template in instructions below).

Timeline
A budget period of up to 12 months (Regular C&T Pilots) or up to 18 months (Community Engagement C&T Pilots) may be requested.

Budget
Up to $100,000 direct costs may be requested for pilot projects. A typical pilot grant will support clinical research coordinators, postdoctoral fellows, or graduate students, as well as appropriate amounts for supplies, travel, etc. PIs are discouraged from requesting salary for this work, instead providing it as an institutional commitment. Whether salary is charged to the grant or not, the *anticipated effort* must be indicated in the budget. For UD investigators, a minimum of 1% cost share is required. Budgets must follow all NIH budget guidelines for allowability of costs.

Consultation with ACCEL Cores
Use of one or more of the ACCEL Cores is encouraged before submission and/or during the project award period. A brief description of some of the ACCEL Core resources is provided below. More detailed information about each of the cores can be found on the ACCEL website.

ACCEL Biostatistics, Epidemiology & Research Design (BERD) Core

Applicants are encouraged to consult with the BERD Core to review their study design, methods, and statistical approaches prior to submission: https://dash.de-ctr.org/consult/submit/berd. The BERD Core also has established mechanisms to obtain access to Delaware Medicaid, Medicare and all-payers claims data for investigators with relevant research aims. Requests for BERD Core assistance prior to submission of a Full Application should be made no later than April 13, 2026. Contact Dr. Claudine Jurkovitz for more information.

ACCEL Professional Development (PD) Core
Pilot proposals led by investigators who have not previously been the PI of a funded NIH K or R series grant **must identify a research mentor. A research mentor must be identified, and his/her biographical sketch must be included along with a letter of support, detailing the mentoring support provided. A mentoring compact signed by both the mentor and mentee is also required. Investigators are strongly encouraged to contact the PD Core immediately to maximize assistance.

The PD Core also offers a **Flight School** to help investigators prepare to submit a pilot grant to ACCEL. At the first Flight School session, submission requirements are reviewed and research ideas for each pilot proposal are discussed. Additional resources needed by investigators are identified. At the second session, specific aims are reviewed and discussed, and the other components of the proposal are reviewed.
Contact **mentoring@de-ctr.org** for more information about sign up and dates for Flight School.
In addition, pilot proposals led by junior investigators or those without prior NIH experience are encouraged to take advantage of career development programs offered. The Junior Investigators Network provides weekly sessions on career development and research proposal writing that can be attended via phone or computer.
Contact **mentoring@de-ctr.org** for more information.

ACCEL Community Engagement and Outreach (CEO) Core
The CDC defines community engagement as "…the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the wellbeing of those people." See the CDC's complete description of community engagement for more details. ACCEL Community Engagement C&T Pilot proposals should include a plan for substantive collaboration and partnership with individuals or groups who are expected to be impacted by the research for the purpose of including their perspectives at multiple stages of the project. In addition, PIs conducting Community Engagement C&T Pilots must complete or show competence in the ACCEL Community Engaged curriculum within 6 months of the pilot project start date.

To facilitate community engagement, ***all applicants*** are strongly encouraged to involve the CEO Core prior to submission. The CEO Core helps PIs realize the potential community impact of their work and can aid in making connections to community partners when appropriate. While it is expected that PIs of proposals for Community Engagement C&T Pilots will contact the CEO Core, applicants submitting Regular (non-community engaged) C&T Pilot proposals should also consider a CEO consultation, since all proposals need to address community engagement in the Full Application. Requests for CEO Core assistance should be submitted no later than April 1, 2026. Contact Drs. David Chen and Allison Karpyn, Co-Directors of the CEO Core.

Application Submission Information
Whether or not internal routing is required prior to submission of the full application is determined by each institution. PIs should work with their institutional ACCEL administrator to assure that all required documents are completed correctly and submitted on time with the application. The following ACCEL research officers should be consulted prior to submission:
Christiana Care: Brud Bacon

Delaware State University: Sangeeta Gupta
Nemours: Ranita Chakrabarti
University of Delaware: Robyne Nizer

Upon submission of the Full Application to the Delaware CTR ACCEL, it may be forwarded to the appropriate institutional office for budget and effort verification.

Full Application Submission Components

The full proposal is similar in format and style to that of an NIH R03 proposal, with a few exceptions. The *Specific Aims* page must be no longer than 1 page and the *Research Strategy* section (with Significance / Innovation, Approach, which includes rigor of prior research and feasibility, and Community Engagement subsections) must be no longer than 4 pages. In addition, there is a newly required Community Engagement & Dissemination Plan supplement for CE applications only. *Further details and step-by-step instructions to submit a Full Application can be found at the end of this document*.

Review Criteria
Full Application Review

Scientific Merit Scoring: Reviewers of the Full Applications are selected based on their relevant research expertise. Reviews use a modified version of the NIH R-type grant application scoring system, in which scores are given for *individual review criteria* as well as *overall impact*. Scores for each may range from 1 (Exceptional) to 9 (Poor). A score of 5 is considered an average score. The individual review criteria will include an evaluation of the proposal based on the *new NIH review criteria* of *Importance of Research*, *Rigor and Feasibility*, and *Expertise and Resources* (including the primary mentor, if appropriate). The *overall impact score* will weigh each of the individual review criteria (not the numerical average), with emphasis given to the feasibility, potential for development into a NIH proposal, and ACCEL priorities. Full Applications will be rank ordered by overall impact score.

Community Engagement Scoring:
Regular Clinical & Translational Pilots must include, at a minimum, identification of an appropriate community with which to engage in the research and a described plan to disseminate their research findings to that community. Review of Regular Clinical & Translational Pilots will incorporate evaluation of the community dissemination plan into the individual criterion score for *Approach*, which is then factored into the overall impact score.

Community Engagement C&T Pilots must include a Community Engagement & Dissemination Plan (1-pg). and will be scored on the quality of this plan ('Outstanding', 'Satisfactory', or 'Not Satisfactory') as well as the anticipated impact of the proposal on the community.

ACCEL Priorities

All pilots must involve research that falls on the translational spectrum (see definition here) and focus on health outcomes. A majority of pilots funded by ACCEL will be clinical research. In addition, ACCEL prioritizes:
- Projects addressing medically underserved populations
- Projects addressing conditions affecting Delawareans
- Projects led by junior PIs, defined as any of the following:
  - PIs of junior rank (assistant professor or equivalent)
  - PIs with no prior NIH funding as a PI (not including trainee funding; e.g., NIH F awardees)
  - PIs with no prior NIH R01 funding, or equivalent, as a PI

- o   PIs with no prior ACCEL funding (not including prior Mentored Research Development Awardees)
- Projects that are interdisciplinary and/or span multiple regions of the translational spectrum
- At least two Community Engagement C&T Pilots will be recommended for funding, if possible.
- All ACCEL partner institutions will be represented in the pilots recommended for funding, if possible.

Based on overall impact scores and factoring in ACCEL priorities (and community engagement scores, for Community Engagement Pilots), the ACCEL Executive Committee determines which grants to recommend for funding. Final recommendations must be approved by the ACCEL External Advisory Committee before forwarding to NIH for approval. NIH approval is required before an award can be made.

ACCEL Pilot Award Submission Timeline

May 11, 2026 by 5:00 pm	Full Application submission deadline
Week of Aug 17, 2026	Potential awardees notified
September 30, 2026***	Just-In-Time deadline *(IRB/IACUC approval, human subjects certs due)*
November 15, 2026	Proposals sent to NIH for approval
January 1, 2027	Anticipated project start date

*****Please Note:** *The IRB and/or IACUC approval must be received by this date or the PI risks significant delays or possible forfeiting of the award. In addition, the IRB/IACUC approval letter must reflect that the protocol title exactly matches the ACCEL pilot project title. If it does not, a Letter of Congruency may need to be obtained, or the PI may need to seek approval of a new protocol that exactly matches the ACCEL project. Human Subjects Clinical Trials paperwork (if applicable) is also required along with fully compliant biosketches.*

Expectations

All pilot awardees are required to attend ACCEL conferences to present their work (Annual Community Research Exchange and Annual Advisory Meeting) and the annual (national or regional) NIH IDeA Conference. Awardees are required to present their project once during a Junior Investigators Network Touchbase session and at least once to communities of interest through CEO Core coordination. They are required to cite the ACCEL grant (NIH U54 GM104941) and comply with the NIH Public Access Policy for all related publications and to submit quarterly interim progress reports and an NIH annual progress report. It is expected that pilot awardees will serve as grant reviewers for ACCEL in the future. For mentored awardees, active participation in the mentoring process is required for both mentors and mentees, including completion of mentor reports.

Awardees must populate ACCEL FULL profiles with current works (at least twice per year) and respond to ACCEL surveys. If applicable, clinical trial registration and timely reporting of IRB changes, Adverse Events (AEs), or results at ClinicalTrials.gov is required. ACCEL institutional site PIs have direct oversight of all pilot projects and awardees must share project outcomes and progress reports with their site PI. Awardees are responsible for reporting outcomes at award end, up to three years post award end, and as requested during the life of the Delaware CTR ACCEL Program.

Contacts

For questions about the Pilot Grants Program submission and review process, please contact:
    Megan Wenner, PhD and Karen Hough; ACCEL Pilot Projects Program Director

For specific questions related to ACCEL Core resources, please contact the appropriate Core Director:

Robert Akins, PhD or Julianne Moore; Professional Development Core (mentoring@de-ctr.org)
Claudine T. Jurkovitz, MD, MPH; Biostatistics, Epidemiology & Research Design Core Director
Drs. David Chen & Allison Karpyn; Community Engagement & Outreach Core Co-Directors

Delaware CTR ACCEL

2026 C&T Pilot Grant Submission Instructions for projects beginning in January 2027

FULL APPLICATION SUBMISSION INSTRUCTIONS

Applications will be submitted through the Delaware CTR ACCEL [Dashboard](#). Select the correct mechanism from the list of funding opportunities, click the box "Submit Proposal", and follow the prompts to complete all sections and upload documents. Note that before a proposal can be submitted, the proposal PI must register as an ACCEL user and have a valid ORCID account linked to ACCEL. If an ORCID is not linked to the investigator and their full profile is not populated, updated and attested to, then this application will be <u>administratively</u> withdrawn. Proposals must be submitted by the PI (or their ACCEL designee); proposals submitted under another user's ACCEL account will not be accepted.

The documents to be uploaded should be created using [PHS 398 fillable forms](#). Documents must be written with Arial 11 pt or larger font. Figure legends or tables may include smaller font but must remain easily legible when printed. Text boxes, footnotes, etc. may not be used to circumvent page/font limits. Pages are to be standard letter size (8½" x 11") with at least one-half inch margins. ***<u>Documents must be converted to PDF for submission.</u>***

Instructions for the Delaware CTR-ACCEL [Dashboard](#) Full Application Submission Website:

Project Information Page.
1. <u>Project Title</u>   Enter the title of the project in the text box provided. ** Note: If your project includes human subjects, your title **must** match exactly your project title on your IRB and Human Subjects paperwork. **Please make sure the title is appropriate and not too long, and is consistent with [NIH priorities](#).**
2. <u>Project Abstract</u>   Enter the project abstract, using language that would be understandable to a broad scientific audience. Explain the overall aim(s) of the work and the expected impact to be made in the field when the work is completed.
3. <u>Project Lay Description</u>   Enter a description of the project using language that would be understandable to the lay community.
4. <u>Project Discipline(s)</u>   Select 'yes' or 'no' to indicate whether the project is interdisciplinary/multidisciplinary or not. If 'yes', then also identify the different disciplines involved in the project proposal.

Investigator Status Page.
1. <u>Prior NIH funding status</u>   Select 'yes' or 'no' to indicate whether you as the project PI are an ACCEL-defined new investigator. Use the ACCEL CTR definition of a new investigator: any investigator who has not previously been PI of a funded NIH K- or R-series award or equivalent extramural funding. For MPI applications, this question applies to the corresponding (submitting) MPI. Prior NIH funding status for the other MPI(s) will be obtained under the Team Members Page (see details below). *Any PI who is considered by ACCEL to be a new investigator must identify a primary research mentor who will contribute to the science of the project and the mentorship of the PI. The PI must also create and submit a Mentoring Compact. The Mentor may not be part of the research team (MPI or Co-I).*
2. <u>Career stage</u>   Select from the options to indicate whether you as the project PI consider yourself an 'early-stage' investigator, 'mid-career' investigator, or 'senior' investigator. The ACCEL CTR generally considers early-stage investigators to be at the assistant professor or equivalent ranking, mid-career investigators to be

at the associate professor or equivalent ranking, and senior investigators to be at the full professor or equivalent ranking. For Multiple PI (MPI) applications, this question applies to the corresponding (submitting) MPI.

Demographics Page.
Select the most correct option for each of the questions about you as the project PI and your personal demographic information. You are permitted to choose 'Prefer not to respond' to any of these questions. Please note, your answers will not be seen by reviewers and do not influence the review of your proposal. Your answers are used solely in aggregate to help inform ACCEL leadership of the demographic makeup of our applicant pool over time. Questions pertain to identification of gender, race, ethnicity, and physical, mental, or emotional disability.

Disadvantaged Background Determination Page.
Indicate if any disadvantaged background categories apply/applied to you personally as the project PI. Please select all that are applicable to you. You are permitted to select 'Do not wish to provide' to any of these questions. Please note, your answers will not be seen by reviewers and do not influence the review of your proposal. Your answers are used solely in aggregate to help inform ACCEL leadership of the demographic makeup of our applicant pool over time. If you are uncertain whether one of the categories applies to you, please click on the box in the upper right, "Disadvantaged Background Determination" to read some more detailed information.

Education Page.
Please provide the requested information about your, the project PI's, educational background. Please note, your answers will not be seen by reviewers and do not influence the review of your proposal. Your answers are used solely in aggregate to help inform ACCEL leadership of the demographic makeup of our applicant pool over time. Questions pertain to your highest degree as well as any post-graduate clinical training you may have completed (if none, type "none" in the text box). If you do not know the exact graduation date, please make your best estimate.

Project Classification Pages.
1. <u>Medical Populations Page</u>   Select 'yes' or 'no' to indicate whether the proposal addresses a medical population in Delaware. If "yes", then indicate which population(s) apply.
2. <u>Medical Areas Page</u>   Select 'yes' or 'no' to indicate whether the proposal addresses a medical area/region in Delaware. If "yes", then indicate which area(s) apply.
3. <u>Translational Spectrum Classification Page</u>   Select the one or multiple most appropriate region(s) of the translational spectrum addressed by the proposed project. If you are uncertain whether one of the categories applies to you, please click on the box in the upper right, "Translational Science Spectrum Classification" to read some more detailed information.
4. <u>Health Conditions and Risk Factors Page</u>   Select 'yes' or 'no' to indicate if the proposed project addresses any of the health conditions, risks factors, or areas of healthcare focus listed. If "yes", then select all that apply below.

CEO Page.
Select 'yes' or 'no' in response to the question, "Is this a community engagement pilot project submission?"

If "yes", then please also indicate which region of the community engagement spectrum best describes your proposal. Please click on the box in the upper right, "Community Engagement Spectrum" to read more detailed information on the definitions of these categories.

On this page, please upload your detailed Community Engagement & Dissemination Plan (1-pg) which should answer the questions provided below. The purpose of this document is to facilitate community engaged

review. Assume that reviewers have read the lay summary and are familiar with the rest of your proposal. Please address the following:

    a) Please identify the community(ies) that you plan to work with for this proposed pilot project, and who will represent them.
    b) How did the community(ies) identify the needs that your proposed research addresses?
    c) In what ways are your research methods community engaged?
    d) Will your dissemination approach include community members or groups? Please describe.

All Community Engagement C&T Pilots should include a plan for substantive collaboration and partnership with individuals or groups who are expected to be impacted by the research for the purpose of including their perspectives at multiple stages of the project. In addition, PIs of Community Engagement Pilot awards must complete or show competence in the ACCEL Community Engaged curriculum within 6 months of the award start date and the award period is 18 months.

Budget Page.
Indicate the requested amount of budgetary support in the text box provided. Pilot budgets are capped at $100,000 in Direct Costs. Details on how to structure the budget page are found below.

Team Members Page.
1. <u>PI</u>   Your name will be automatically populated and assigned the role of PI.

2. <u>Multiple PIs</u>   Select 'yes' or 'no' to indicate whether the project involves multiple PIs (MPIs). Selecting 'yes' will trigger the button "Add New PI" to appear in the top right corner. Click "Add New PI" and provide the additional (second) PI's information and biosketch. Also provide the additional PI's career stage and prior NIH funding status (see descriptions above). If the additional PI is considered by the ACCEL CTR to be a new investigator, then that PI must identify a primary research mentor. The research mentor cannot be a PI or Key Personnel on the project. **Please note, for MPI applications, the PI completing the application in the Dashboard will be considered the contact PI to whom all correspondence will be addressed.**

3. <u>Add New Team Member</u>   Click this button to add all other team members. Additional team members may include co-investigators (CoIs), consultants, mentors, and/or community / clinical partners, if appropriate. Identifying community / clinical partners is required if the project is a Community Engaged Project.

4. <u>Biosketches</u>   Biographical sketches are required for most team members: a biosketch is required for all PIs, co-investigators, collaborators, and mentors; a biosketch is optional for community or clinical partners. All co-investigators, collaborators, and mentors named as team members should also be listed on the Project Summary Page (see below) and vice-versa. If a community / clinical partner has provided a biosketch, they should also be listed on the Project Summary Page. Do not upload the PI's biosketch here; that will be done in a later section. See details below for information on how to complete Biographical Sketches.
   o NIH now requires Biosketches to be completed and certified in SciENcv. You must link your ORCID to your eRA Commons account. For information on linking an ORCID iD to the eRA Commons account see the ORCID iD topic in the eRA Commons online help.
   o Confirm their ORCID iD is displayed in the Persistent Identifier (PID) section of the Common Forms.
   o Having a MyNCBI profile up-to-date can also be helpful completing the Biosketch but must be linked to the ORCID account.

5. Click "Yes" or "No" in response to the question, "Is this the first time this group of team members has collaborated?"

ORCID Setup Page.
If you have not yet setup your ORCID account and linked it to ACCEL, you will be instructed to do so here.

Files Page.
1. Human Subjects   Click "Yes" or "No" in response to the question, "Does this project involve human subjects?" If you select "Yes", you will be required to submit the Human Subjects Forms at the "Just-In-Time" Deadline (Sept 2026) if selected to move forward.

   If your project involves human subjects, please also answer if this study is a Clinical Trial (Yes or No) based on your answers to the questions below. You may also use the box to help you identify if your study is a clinical trial, observational, or basic experimental study involving humans (BESH). Additional information can be found here.
      1. Does the study involve human participants?
      2. Are the participants prospectively assigned to an intervention?
      3. Is the study designed to evaluate the effect of the intervention on the participants?
      4. Is the effect being evaluate a health-related biomedical or behavioral outcome?

Human Participants?	Prospectively Assigned Intervention?	Evaluate Effect of Intervention?	Health-Related Outcome?	Study Type
Yes	Yes	Yes	Yes	Clinical Trial
Yes	Yes	Yes	No	BESH
Yes	No	No	Yes	Observational
Yes	No	No	No	Observational

   Links to the Human Subjects form can be found here: PHS Human Subjects and Clinical Trials Information Form, (download pdf and complete) with embedded Human Subject Study Record Form(s), as appropriate. Please note, depending on the type of human subjects research being proposed (i.e., if the work includes one or more NIH-defined clinical trials), each Study Record form may require extensive and detailed information, therefore *PIs should allocate appropriate time to complete these forms*. Instructions for completing these forms may be found here. Clinical Trials must be registered on clinicaltrials.gov (for awarded projects).

2. Vertebrate Animals   Click "Yes" or "No" in response to the question, "Does this project involve vertebrate animals?" If you select "Yes", you will be required to submit the Vertebrate Animals Forms by the "Just-In-Time" Deadline (Sept 2026) if selected to move forward.

3. Supporting Files
   Upload all the completed project forms in the appropriate locations. Recall that forms should be created using PHS 398 fillable forms. Documents must be written with Arial 11 pt font. Pages are to be standard letter size (8½" x 11") with at least one-half inch margins. Documents must be converted to PDF format for submission.

- **Face Page** – *required*
  Upload the completed Title Page / Face Page (Form Page 1).

- **Project Summary Page** – *required*
  Upload the completed Summary, Relevance, Project/Performance Sites, Senior/Key Personnel, Other

Significant Contributors, and Human Embryonic Stem Cells Page (Form Page 2). The Project/Performance Site Format Page may be appended to this and submitted as a single PDF if additional space is needed.

- **Detailed Budget** – *required*
  Upload the completed Detailed Budget for Initial Budget Period Page (Form Page 4). Depending if the project is community engaged or regular, budget periods will be as follows:

Regular Pilot 1 year	CE Pilot 18 months
Period 1: January 1, 2027 – June 30, 2027	Period 1: January 1, 2027 – June 30, 2027
Period 2: July 1, 2027 – December 31, 2027	Period 2: July 1, 2027 – June 30, 2028

- **Budget Justification** – *required*
  A detailed budget justification must be provided. There is no specific form, but the NIH required format must be followed. A link to the University of Delaware's template is here.

- **Biographical Sketch(es)** – *required*
  Upload the completed Biographical Sketch, using SciENcv, for each of the following personnel:
  - PI – *required*
  - Other Key Personnel – *if applicable*

  *There is also an **NIH Biosketch Supplement form** needed for each biosketch as well that you will be prompted to complete in SciENcv. This supplemental form addresses a personal statement, current honors held and Contributions to Science. The commons form will generate this. Biosketch details should be specific to this project as they and the Letters of Support (Chair and Mentor) will be used to identify expertise and team strengths available for completion of the project. These items (LOSs and biosketches) are resources to support sufficient/not sufficient **reviewer ratings** for the investigator/facilities category consideration.*

- **Prior IDeA award(s)** – *required*
  Identification of all prior IDeA funding, and the successes from those funds, must be provided. Here, prior IDeA funding refers to any research support from a CTR, INBRE, COBRE or d program. This form should identify each prior funding mechanism and provide a brief description of the progress made on that prior work, especially any successes leveraging those funds to gain independent external support. If this is a renewal request, strong justification must be provided for additional funding. *PIs who have not had prior IDeA support must still upload a page with a statement verifying that they have had no prior IDeA funding*. Use Continuation Format Pages for this document; 1 page maximum.

- **Specific Aims** – *required*
  List succinctly each of the specific objectives of the research proposed. State concisely the overall goals of the proposed research and summarize the expected impact that the results will have in the relevant research field. Use Continuation Format Pages for this document; **1 page maximum**.

- **Research Strategy** – *required*
  The Research Strategy should be organized into four sections entitled Significance, Innovation, Approach, and Community Engagement. Use Continuation Format Pages for this document; 4 pages maximum. Although each section does not have its own page limit, it is recommended that the Approach section be the most detailed. A general guideline (but not requirement) for the page length of each section is: Significance, ½-1 p; Innovation, ¼-½ p; and Approach, 2-3 p. Within the Approach section, a statistical analysis subsection is required. In addition, Regular Pilots MUST address Community Engagement (⅛-¼ pg). At minimum, this must include a description of the anticipated impact of the proposal on the target community and a plan to disseminate the research findings to the community. For Regular Pilots that are on the basic science end of the translational spectrum, the discussion of anticipated impact on the community may be how this line of work is expected to lead to future community impact. Community Engaged Pilots will upload their 1-page detailed plan on the CEO page of the Dashboard (refer above for specific instructions).

- o For Statistical Analysis, at minimum the following should be addressed: Are the proposed analyses appropriate to test the hypotheses? Is a sample size provided and justified? Is data management and sharing to data deposition described? If patients are randomized, is the scheme described? Is the team equipped to perform the analyses?

- **References** – *required*
  All works cited in the application should be listed in a separate document entitled References (no page limit). Use [Continuation Format Pages](#) for this document; no page limit. In-text references should be provided either by author last name and year or by number in the body of the application and the References section should provide a listing of the complete citation for each of these works. Hot links ***are not acceptable*** within the references.

- **Multiple PI (MPI) Leadership Plan** – *if applicable*
  If the proposal involves more than 1 PI, a leadership plan must be included that addresses: roles and responsibilities of each PI, fiscal and project management coordination, the process for making decisions on scientific direction and allocation of resources, data sharing and communication among investigators, publication and intellectual property (if needed) policies, and procedures for resolving conflicts. The plan must also identify which PI is the contact PI, to whom all correspondence will be addressed. Use [Continuation Format Pages](#) for this document; no page limit.

- o **Mentoring Compact** - required only for PIs with a mentor. Do not exceed 2 pages
  The mentoring Compact is an agreement between the mentor and mentee, and should outline the following information:
  - o Expectations of the Mentee
  - o Expectations of the Mentor

  Since this is developed on an individual basis, each Compact could look very different. While information from an IDP can be helpful in outlining goals to draft the Mentoring Compact, Please DO NOT submit an IDP.
  At minimum, the following areas should be addressed in the compact:
  - o Mentee: Research goals, research needs (technical skills, research knowledge, career development), what support is needed during the award, and a timeline for reaching independence or research goal. A timetable with milestones to be met during the award, and information on communication (number and frequency of meetings and rules for communication) should also be included.
  - o Mentor: In their own words (not written by the mentee), a statement of the Mentee's research area and goals, and what the Mentor will provide (feedback on written work, learning a new technique, etc.) during the award period. A statement on communication is needed, confirming the frequency of meetings and rules for communication.

  A statement on how conflict will be handled is needed, and the Compact must be signed by both parties.

- **Letter(s) of Support** – *required*
  Letters of support should be on institutional letterhead and may not exceed 2 pages per letter. Letters are required from the PI's Department/Unit Head. If the PI has a mentor, a letter of support is required.

- o **PI's Department/Unit Head** – *required*
  This letter should provide an assessment of the PI's potential for a sustained, impactful influence in his/her relevant research field and to be recognized for such with future NIH funding; a description of how the PI's research fits within the clinical and translational mission of the Delaware CTR-ACCEL Program; and a description of the departmental and/or institutional support for the PI with regard to the specific proposal (e.g., protected research time, laboratory space, access to clinical populations, etc.).

o **Mentor – *required if PI is an ACCEL new investigator***
This letter should provide a description of the mentor's qualifications and commitment to providing scientific and career mentorship to the PI and the mentor's assessment of the PI's strengths and commitment to research. For MPI applications where both PIs are ACCEL new investigators, both mentors must include letters.

o **Others – *if applicable***
Other letters of support may be appropriate, to demonstrate the availability of specific resources and/or collaborators/co-investigators, and/or clinical/community partners for the project. If multiple letters of support are included, they should be appended to one another and submitted as a single PDF.

Sources Page.
Select all categories of events or processes that led to the proposed work, if any.

Tracking/EVAL Page.
Click "Yes" or "No" in response to a brief series of questions about your current or anticipated utilization of ACCEL Core resources.

Summary Page.
Check to be sure all sections have been completed and all documents have been appropriately uploaded. Make any file edits necessary. When complete, click the "Submit" button at the bottom of page.

****Remember to adhere to page and formatting requirements and to upload all necessary documents **in pdf format.***
Applications that are incomplete or not in compliance with the formatting requirements will be administratively withdrawn without review. ***