# Interdisciplinary New Collaborative Awards (INC)
Request for Proposals and
Application Instructions – Projects Starting Jan. 1, 2027

## 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 Interdisciplinary New Collaborative (INC) Awards are a new mechanism aimed at fostering new and innovative collaborations among investigators from different disciplines whose work spans different regions of the translation spectrum (see https://ncats.nih.gov/translation/spectrum for NIH's definition). For example, a proposal might pair testing the efficacy of a rehabilitation intervention in children with autism along with examination of blood and brain biomarkers that may be predictive of autism severity or responsiveness to the intervention. This would involve both basic and clinical research and might engage investigators with expertise in neurology, physiology, endocrinology, psychology, and/or physical rehabilitation all working together. Another example might be an engineer working on an innovative smartphone application to track distances walked in the community collaborating with a behavioral psychologist and an exercise physiologist focused on identifying and reducing barriers to increasing walking exercise among community dwelling older adults. INC Awards are $125,000 (in direct costs) over 18-months.

## Deadlines
This is a TWO-PHASE Process:
1. Letter of Intent: Due ***Monday, June 1, 2026 by 5:00 PM*** – completed on the ACCEL Dashboard. Instructions can be found below.

2. FULL Applications: Due ***Monday, July 20, 2026 by 5:00 PM***. 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. Full instructions can be found below.

*** Before a proposal can be submitted, all PIs must register as an ACCEL user and have a valid ORCID account linked to ACCEL. One PI should be dedicated to submitting the proposal and will be considered the PI of contact. Proposals submitted under another user's ACCEL account (i.e., support staff) will not be accepted.

## Eligibility
Grants are given to support clinical or translational work that addresses health outcomes of Delawareans. PIs must be from one of the ACCEL partner institutions, i.e., University of Delaware, Nemours, Christiana Care, and Delaware State University, and have Full Time Appointments at their given institution. Given the collaborative nature of this award mechanism, a minimum of 2 PIs is a requirement. No more than 4 PIs are allowed. A PI may NOT serve as PI on more than one application. Investigators must be included across different disciplines and include work that spans multiple levels of the translational spectrum (see https://ncats.nih.gov/translation/spectrum for NIH's definition). The collaboration **must be a new**

**collaboration**; i.e., no prior funding in this line of research obtained by the team. It is encouraged to build interdisciplinary teams that include PIs from various backgrounds.

PIs must hold a Full Time faculty appointment or equivalent at one of the 4 ACCEL institutions 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).

INC grants may not overlap with ongoing funded projects. **Awards are not intended to supplement or duplicate currently funded work.** Rather, it is expected that submitted applications will describe projects that are *clearly distinct from ongoing research activities*. Minor variations from existing research projects are not sufficient to constitute independent and distinct projects.

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.

***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. Please contact your institutional administrator or **mentoring@de-ctr.org**

## Award Information

All awards must consist of clinical or translational research (see https://ncats.nih.gov/translation/spectrum for NIH's definition). In addition, more than half of all 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 must outline a plan for outreach, involvement, and/or dissemination of their research findings to a relevant community. Community Engaged Research is defined as recognizing community voices in its approach to understanding the problem, conducting research activities, interpreting results and/or disseminating findings in a context of shared power and respect.

***Budget & Timeline***
Up to $125,000 direct costs may be requested for INC Awards. A budget period of up to 18 months may be requested. A typical 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, and should discuss cost sharing options with their institution. However, CTR will allow up to $15,000 total (inclusive of salary + fringe benefits across all MPIs, NOT for each individual MPI) but the home institution(s) **must** match this PI effort 'in kind' (i.e., cost share) and must be clearly stated in the Department / Unit Head Letter of Support. For example, if a MPI from Institution #1 is requesting 5% effort, and MPI #2 is requesting 5% effort, the total salary + fringe benefits for both MPIs must be no more than $15,000. Their home institution(s) would have to commit to providing an additional 5% effort for that PI towards the project as in-kind support (cost share). 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. As this project crosses award years,

separate budgets and corresponding face pages will be required for the following periods:

- January 1, 2027- June 30, 2027
- July 1, 2027-June 30, 2028

Please be realistic around the likelihood of expending budgeted funds in the first 6 months as your project is just beginning. You may want to weight expenses in later budget periods, especially if you are hiring a TBN graduate student, which might take longer than expected. Work with your ACCEL institutional financial administrator if you have questions.

## Consultation with ACCEL Cores

ACCEL Cores are available for consultation 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 should be made no later than June 22, 2026. Contact Dr. Claudine Jurkovitz 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." INC proposals need to address community engagement as part of the application, therefore *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. Requests for CEO Core assistance should be submitted no later than June 22, 2026. Contact Drs. David Chen and Allison Karpyn, Co-Directors of the CEO Core.

***ACCEL Professional Development (PD) Core***

Investigators that have not had experience with submitting an NIH grant proposal are strongly encouraged to contact the PD Core to take advantage of career development programs and consultation offered. The PD Core is available for individual consultations and host weekly Junior Investigators Network sessions on career development and research proposal writing that can be attended via phone or computer. Requests for PDC assistance should be made no later than June 22, 2026. Please contact the PDC Mentoring Team (mentoring@de-ctr.org) for more information.

## 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: Al Bacon
Delaware State University: Research Development Services/Office of Sponsored Programs
Nemours: Ranita Chakrabarti
University of Delaware: Robyne Nizer

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

### *ACCEL Priorities*

All grants must involve research that falls on the translational spectrum (see definition here). In addition, ACCEL prioritizes:

- Projects that span institutions
- Projects that involve other CTRs
- Projects that are interdisciplinary and/or span multiple regions of the translational spectrum
- Projects that impact conditions affecting Delawareans

Based on overall impact scores and factoring in ACCEL priorities 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 INC Award Submission Timeline

| | |
|---|---|
| June 1, 2026 by 5:00pm | LOI DUE |
| July 20, 2026 by 5:00 pm | Application submission deadline |
| Aug 21, 2026 | Potential awardees notified |
| Sept 14, 2026*** | Just-In-Time deadline *(IRB/IACUC approval, human subjects certs due)* |
| Sept 30, 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. We encourage investigators to begin IRB procurement immediately after application submission. In addition, the IRB/IACUC approval letter must reflect that the protocol title exactly matches the ACCEL INC 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.*

## 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.

## Review Criteria

### *Application Review*

Scientific Merit Scoring: Reviewers 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 are (1) *Significance and Innovation*; (2) *Investigator and Environment*; (3) *Approach;* and (4) *Interdisciplinary nature of the proposal and how the proposal spans the translational spectrum*. The overall impact score reflects a reviewer's overall evaluation of all aspects of the project (not the numerical average of the individual criterion scores) including the interdisciplinary nature of the proposal and team and how the proposal spans the translational spectrum. Full Applications will be rank ordered by overall impact score.

## Contacts

For questions about the INC submission and review process, please contact:

Megan Wenner, PhD; ACCEL Pilot Projects Program Director
Karen Hough, ACCEL Program Administrator

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

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

# LOI INSTRUCTIONS

Preliminary Applications (LOIs) will be submitted through the Delaware CTR ACCEL Dashboard. Select the correct mechanism from the list of funding opportunities, click the button, "Submit a **Preliminary Application**" and follow the prompts to complete all sections, including text boxes with the proposal details, upload documents, and submit the proposal. Additional details on each section are also provided below in the FULL Application instructions. For example, how to navigate the Team Members Page. 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 administratively withdrawn. Proposals must be submitted by the PI; proposals submitted under another user's ACCEL account will not be accepted.

For the LOI Proposal, please complete the text boxes for the Proposed Work (outlined below). It is recommended to use a word doc to draft the LOI and imbed appropriate references. For the submission, please copy/paste the information into the appropriate boxes in the Dashboard. The only documents required to be uploaded are Biosketches (using SciENcv) and Reference List, and they **MUST be pdf.** Letters of Support (if applicable) may also be included.

**Research Proposal**

Complete the boxes with appropriate text based on instructions below and in the Dashboard. We strongly recommend using a word document to work on these written sections which comprise the proposal, imbed references (see below), and then copy/paste into the text boxes provided as to not lose information. Please do not use special characters or superscript/subscript. PLEASE REMEMBER: *use language that a scientist from outside your field could easily understand*. No diagrams or figures are allowed. The proposal should address the following as highlighted by the corresponding boxes in the Dashboard:

- What is the Primary Research Question(s)? What is the importance of the research and rationale for why this is relevant? How does this align with the DE CTR mission? (150 words)
- Describe the Team: Who are the members and how is this interdisciplinary? Does the team have translational expertise? Have any members of the team collaborated before and in what capacity? How is the current proposal different than prior work done by the team members? (300 words)
- Provide key background literature that supports the rationale (i.e., rigor of prior research). Identify the knowledge gap and how the proposal will fill this gap. (200 words)
- State the Specific Aims and Hypotheses (150 words)
- What are the expected outcomes or products that will come from the project, if funded? What are the potential pitfalls and proposed alternatives? (150 words)
- Approach and Research Design – briefly describe the experiments that will be carried out to address the proposed aims. Please remember the budget and timeline for these pilot awards (200 words)

References Include a listing of the full citations *(no page limit)* for all references cited in the Research Proposal. In-text references should be provided in numerical order with parentheses (1). The references section should be uploaded as a single PDF file. Hot links *are not acceptable* within the references.

**Biographical Sketch(es)** – *required*

Upload the completed Biographical Sketch, using SciENcv, for each of the following personnel:

- MPIs – *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 any Letters of Support will be used to identify expertise and team strengths available for completion of the project..*

# Delaware CTR ACCEL

# 2026 INC Submission Instructions

## FULL APPLICATION SUBMISSION INSTRUCTIONS

All documents MUST be uploaded as PDFs. 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. Proposals must be submitted by the contact PI (or their ACCEL designee); proposals submitted under another user's ACCEL account will not be accepted.

*** Please note that the information entered from the LOI does NOT carry over, so you will need to complete the basic project information and demographics etc again.

All applications will first be administratively reviewed to ensure all submission components are present in the application package. *Applications not fully compliant with any of the submission instructions will be administratively withdrawn prior to scientific review and will be considered ineligible for funding.* Therefore, it is imperative that applicants read and adhere to all of the submission instructions described here.

***FULL Application Submission Components***

The proposal is similar in format and style to that of an NIH R03/R21 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, and Community Engagement subsections) must be **no longer than 4 pages**. Information regarding the new collaborative nature of the team and interdisciplinary nature of the proposal should be addressed in a separate 1-page document. Proposals should be submitted through the DE-CTR ACCEL Dashboard 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. Documents MUST be converted to PDF for submission.

All applications will be administratively reviewed to ensure all submission components are present in the application package. Applications found to be non-compliant with any of the submission instructions will be administratively withdrawn prior to scientific review and will be considered ineligible for funding.

Key eligibility requirements that are specific to the INC grant mechanism are:

- Proposals must include investigators from different disciplines
- Proposals must include work that spans multiple levels of the translational spectrum
- The collaboration must be new; i.e., no prior funding in this line of research obtained by the team
- Though not required, proposals are strongly encouraged to also bridge multiple partner institutions

**Instructions for the Delaware CTR-ACCEL Dashboard Full Application Submission Website:**

**Project Information Page.**

1. Project Title Enter the title of the project in the text box provided (limit: 200 characters including spaces). ** 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. Project Abstract 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. Project Lay Description Enter a description of the project using language that would be understandable to the lay community.
4. Project Discipline(s) Select 'yes' or 'no' to indicate if the project is interdisciplinary /multidisciplinary then also identify the different disciplines involved in the project proposal. ** Only interdisciplinary / multidisciplinary projects will be reviewed.**

**Investigator Status Page.**

1. Prior NIH funding status 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. Prior NIH funding status for the other MPI(s) will be obtained under the Team Members Page (see details below).
2. Career stage Select from the options to indicate whether the submitting PI consider themself 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. As a Multiple PI (MPI) application, this question applies to the corresponding (submitting) MPI.

**Demographics, Background, and Education Pages.**

Select the most correct option for each of the questions about you, the submitting 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.

**Project Classification Pages.**

1. Medical Populations Page Select 'yes' or 'no' to indicate whether the proposal addresses a medical population in Delaware. If "yes", then indicate which population(s) apply.
2. Medical Areas Page 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. Translational Spectrum Classification Page Select the 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. Health Conditions and Risk Factors Page 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.

**Budget Page.**

Indicate the requested amount of budgetary support in the text box provided. Budgets are capped at $125,000 direct costs. Information required for the detailed budget is provided below.

**Team Members Page.**

1. PI Your name as the submitting PI will be automatically populated and assigned the role of PI.
2. Multiple PIs Select 'yes' to indicate this 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). Please note, while the PI completing the application in the Dashboard will be considered the contact PI to whom all correspondence will be addressed, the contact PI should work in tandem with other team members to complete reporting and compliance requests for the project.

3. Add New Team Member  Click this button to add all other team members. Additional team members may include co-investigators (CIs), consultants, mentors, and/or community / clinical partners, if appropriate.
4. Biosketches  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.
    - 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.
    - Confirm their ORCID iD is displayed in the Persistent Identifier (PID) section of the Common Forms.
    - Having a MyNCBI profile up-to-date can also be helpful completing the Biosketch but must be linked to the ORCID account.

**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.

    a. Does the study involve human participants?
    b. Are the participants prospectively assigned to an intervention?
    c. Is the study designed to evaluate the effect of the intervention on the participants?
    d. 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 (see below).
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 should be converted to PDF format for submission.

- **Face Page** – *required*
Upload the completed Title Page/Face Page for each budget period (Form Page 1). Upload as one concatenated pdf.

- **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 page for each Budget period (Form Page 4). Three budgets totaling $125K in direct costs are required to be uploaded since the 18 month project will span multiple CTR award years. Please be realistic with expenditures since carry over is not allowed. Upload separate budgets for the following periods as one concatenated pdf.
  Jan 1, 2027 – June 30, 2027
  July 1, 2027 – June 30, 2028

  A typical grant will support clinical research coordinators, postdoctoral fellows, or graduate students, as well as appropriate amounts for supplies, etc.

PIs are discouraged from requesting salary for this work, and should discuss cost sharing options with their institution. However, CTR will allow up to $15,000 total (inclusive of salary + fringe benefits across all MPIs, NOT for each individual MPI) but the home institution(s) **must** match this PI effort 'in kind' (i.e., cost share) and must be clearly stated in the Department / Unit Head Letter of Support. For example, if a MPI from Institution #1 is requesting 5% effort, and MPI #2 is requesting 5% effort, the total salary + fringe benefits for both MPIs must be no more than $15,000. Their home institution(s) would have to commit to providing an additional 5% effort for that PI towards the project as in-kind support (cost share). 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.

- **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 the University of Delaware's template is here. You may upload one Budget Justification pdf describing all budget periods, as long as the justification is clear as to where an expense sits within what budget period.

- **Biographical Sketch(es)** – *required – not following the correct form will disqualify your application*
Upload the completed Biographical Sketch, using SciENcv, for each of the following personnel:
  - PIs – *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 for each PI. Here, prior IDeA funding refers to any research support from a CTR, INBRE, COBRE or the DHSA 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. *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; Approach, 2-3 p; Community Engagement, ⅛-½ p. Within the Approach section, a statistical analysis subsection is required. Within the Community Engagement section, applicants must include, at a minimum, a description of the anticipated impact of the proposal on the target community and a plan to disseminate the research findings to the community.

- **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.

- **INC Funding Justification**– *required*
  This 1page document should address the interdisciplinary nature of the new collaboration and how the work spans the translational spectrum. Applicants must describe the nature and potential impact of proposed new interdisciplinary and translational project, as well as environmental support from the institutions involved. Use Continuation Format Pages for this document; 1 page limit.

- **Multiple PI (MPI) Leadership Plan** – *required*
  Since 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 the submitting PI as the contact PI, and acknowledge that person's role in disseminating all correspondence from the ACCEL CTR to the other PIs. Use Continuation Format Pages for this document; no page limit.

- **Human Subjects Forms** – *if applicable* **– due at JIT**

If the proposal involves the use of human subjects, upload the completed **PHS Human Subjects and Clinical Trials Information Form, with embedded Human Subject Study Record Form(s),** as appropriate. Links to the 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 prior to the deadline*. Instructions for completing these forms may be found here.

- **Vertebrate Animals Forms** – *if applicable* **– due at JIT**
  If the proposal involves the use of vertebrate animals, please utilize the vertebrate animals use checklist and use Continuation Format Pages to upload a description of the procedures, justification, and minimization of pain and distress.

- **Letter(s) of Support** – *required*

Letters of support should be on institutional letterhead and may not exceed 2 pages per letter.

- PI's Department/Unit Head – *required for each PI*
  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 and new team 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.). If the PI is requesting salary, this letter **must** confirm that the Department / Unit or home institution is matching (in kind or cost share) this effort for the PI.

- 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. Applications that are incomplete or not in compliance with the formatting requirements will be administratively withdrawn without review. **