**2024 HHDC Grant Program
– Request for Applications**

OU Health | Harold Hamm Diabetes Center

HHDC EQUIPMENT GRANT:

Provides funding for critically needed research equipment that will promote diabetes research. Funding priority will be given to research equipment that permits OUHSC investigators to be more competitive for external funding and provides support to multiple users.

Funding

Up to $250,000 (with appropriate matching department or philanthropic funds).

Investigators requesting funds beyond $250,000 may apply with permission of the Director of the HHDC and appropriate matching funds.

Funding Priorities

Applications should be closely aligned with the mission of the HHDC to increase understanding about the causes and consequences of diabetes and closely related cardiometabolic conditions like obesity, liver disease, and cancer, as well as strategies for prevention or treatment of these conditions. Additionally, proposals that address one or more of the following themes are HHDC funding priorities:

Theme 1: **Diabetes and Obesity, origins within the first 1000 days of life or changes across the lifespan.** These are proposals that aim to gain basic science and clinical knowledge on the inter-relationship of obesity and diabetes during fetal development and early life, or across the lifespan. For example, we are interested in studies of the genetic, epigenetic, and environmental basis of susceptibility to developing insulin resistance, metabolic dysregulation, inflammation, macrovascular and microvascular diabetic complications, obesity, and diabetes.

Theme 2: Translational Research. We encourage new collaborative projects between a Principal Investigator (PI) who is a basic scientist and a PI who is a clinician or clinical scientist. These projects must focus on patients or patient samples. At least one of the two collaborating PIs must be from the College of Medicine. If you are applying for this paired Basic/Clinical award, please specify this within the Letter of Intent, and detail the roles of the collaborators.

Theme 3: **Clinical Research/Public Health**. We seek proposals to investigate new treatments, interventions, and technology for diabetes management, along with strategies to raise awareness, promote prevention, or improve diabetes care. Proposals that address health disparities related to diabetes, and early stage clinical investigators are particularly encouraged. It is strongly anticipated that the results of these pilot projects will eventually permit investigators to compete successfully for extramural sources of research support such as the NIH, American Diabetes Association, JDRF, etc.

Eligibility

The PI of any HHDC grant application must be a Member of the HHDC; the co-investigators do not have to be members at the time of application but if successful are encouraged to become Members or Associate Members of the HHDC during the tenure of the grant.

Eligible applicants fall into one of three categories, listed in order of priority:
1. New investigator without current or past major independent research support (e.g., NIH R01, P01 or equivalent). K awardees are encouraged to apply. Applications from new investigators (within 5 years of first full academic appointment and never having received independent federal funds) are given special consideration during peer review and at the time of funding. Eligible applicants must have a faculty appointment or equivalent with a modified title such as Research Assistant Professor.

MD and PhD fellows and senior postdoctoral fellows who have completed a minimum of 24 months of a fellowship are also eligible in this category. However, fellows must have a formal mentor and include a letter of support from their mentor(s) that: 1) confirms that they have documented, suitable expertise to design and carry out the proposed experiments as an independent investigator; 2) describes the trainee's path to independence; 3) confirms that a defined mentoring plan is in place; 4) states that the proposed project belongs to the trainee and represents an independent line of investigation that the mentee can build upon; and 5) documents departmental support that will be available to the trainee during the 1-2 year period of the proposed project (please limit letter to 2 pages maximum). This letter is not required to be submitted with the Letter of Intent but must be part of the final application. Please note that the fellow will be considered the PI of the application, but the mentor will need to be named as the PI for routing the grant through the Office of Research Administration at OUHSC.

2. Established, funded investigator with no previous work in diabetes or related areas who will apply their expertise to a diabetes or related problem.

3. Established investigator in diabetes or related areas who will test the feasibility of a new or innovative idea that represents a significant departure from their funded research. Emphasis will be given to projects that initiate a new collaboration with one or more investigators active in diabetes or related research or establishes a new approach or analysis that will increase the likelihood of future external funding.

Two-Step Application Process
1. Letter of Intent (LOI):
A Letter of Intent is due to HHDCGrants@ouhsc.edu by **5:00pm on January 12, 2024**.
The purpose of the LOI is to provide an initial description of your proposed project so that the HHDC Grants Review Committee can determine: if the proposed project fits within the HHDC research mission; the novelty, significance, and feasibility of the proposed project; if appropriate collaborators have been identified; and the likelihood of the findings to support future external grant applications once successfully completed.

Applicants selected for full application submission will be notified by **January 31, 2024**. You may also receive suggestions for improvement, or recommendations to submit to another funding mechanism. The projected start date for the award will be **July 1, 2024**.

The template for the LOI is included at the end of this document. The required elements include:
1. Face Page with investigator names and contact information.
2. Personal Statement that describes the expertise of the PI and investigative team.
3. Project Title.
4. Project Lay Summary.
5. Narrative (1 page). Describe how the equipment will allow OUHSC investigators to be more competitive for external funding. Identify other major users of the equipment and describe how they will benefit from the equipment.

6. NIH Biosketch(es) for the PI and <u>all</u> senior Co-investigators

2. Full Application:
2a. A complete application consists of the following:
1. Face Page.
2. Budget.
3. Budget Justification. Provide a budget and detailed justification. Include evidence of the equipment cost and costs of installation and/or operation (list price or official price quotation) in the Appendix.
4. PI Biographical Sketch (use current NIH format). Biographical sketches for other key personnel should be included in the Appendix.
5. Resources and Environment (use current NIH format)
6. Narrative (5-page limit), to include:
    a. Equipment List: Identify each piece of equipment by manufacturer and model number.
    b. Significance: Describe how your research program(s) will benefit from the equipment requested. Describe how the equipment will allow OUHSC investigators to be more competitive for external funding. Include a timeline for ordering, installation, deliverable results, and future plans.
    c. Users: Identify other major users of the equipment and describe how they will benefit from the equipment. Include letters of support from major users in the Appendix.
    d. Location of equipment.
    e. Other Sources of Funds. Identify and document the source(s) of funds for:
        1) Matching funds. 25% of the total cost of equipment should be secured from the applicant's department or another source.
        2) Installation costs, maintenance contracts (includes all years going forward), operating personnel, and operational supplies.
7. Literature cited.
8. Appendix – Biographical Sketch for other key personnel; if the PI has a Temporary Faculty Appointment, include a letter from the Department Chairperson and approval from the Vice President for Research to submit an application.
9. Letter of support from the primary mentor, if the applicant is a fellow, that includes the components outlined in Section 1 above.

2b. Formatting: Font and margin specifications must be followed for the LOI and Full Application. The approved font options include two serif fonts (Palatino and Georgia) and two sans serif fonts (Arial and Helvetica). Font must be 11 points or larger. Use at least one-half inch margins (top, bottom, left, and right). Any figures or tables should use fonts and images that are large enough to read at normal print size.

2c. Routing and approval by Authorized Official
In accordance with OUHSC policy, a SoonerTrack routing form should be submitted **at least three full business days prior to the March 19, 2024 grant application deadline**. Applicants are expected to work with their assigned Sponsored Program Administrator (SPA) for review of the application.

Once the review is complete, the Face Page of the application must be signed by the ORA Official (or equivalent signing official at institutions other than OUHSC) before the PI submits the final application to HHDC.

External Applicants will need to use their own institution's offices for any grant processing, and comply with the March 19, 2024 grant application deadline above.

Applicants who are selected for funding are responsible for getting the approval of the Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety Committee and Institutional Biosafety Committee, where applicable. Applicants do not need to submit this information unless it is requested by HHDC. All protocols must be approved by the relevant review committees before funds are awarded.

2d. Submission of the Final Application:
Send the final application by e-mail to HHDCGrants@ouhsc.edu no later than **5:00 pm**, on Tuesday, **March 19, 2024.** Please title the application attached to the e-mail: HHDC Equipment [PI Last Name, First Name]. **Please submit the application as a single file in pdf format.** Failure to follow these steps could cause your application to be overlooked and not reviewed by the HHDC Grants Review Committee.

Program restrictions
A. The maximum allowable budget for this program is $250,000.

B. Funds may not be requested for the following:
    1. Installation costs, alterations of laboratory space, maintenance contracts, operating personnel, or operational supplies.
    2. Retroactive funding of a piece of equipment.
    3. Faculty salaries and fringe benefits.
    4. Clerical support, including office supplies, except those carefully justified as specifically required for research purposes.
    5. Office equipment or furniture, laboratory furniture, or therapeutic equipment.
    6. Alterations and renovations.
    7. Hospital per diem charges.
    8. Purchase of books, periodicals, or library services.
    9. Foreign travel (any travel outside of Canada and the United States and its territories and possessions).
    10. Indirect costs.

C. Any unspent funds must be returned upon termination of the grant.

D. HHDC may allow a no-cost extension if circumstances warrant it. All requests for a no-cost extension must be submitted to the Office of Research Administration **AT LEAST 40 CALENDAR DAYS PRIOR** to the end date of the grant. The submission to ORA must include the HHDC Contract and Budget Modification Request Form and the Progress Report Template.

E. Re-budget requests must be submitted on the HHDC Contract and Budget Modification Request Form to the Office of the Research Administration and approved by HHDC. Any significant change in the budget (e.g., deviation of expenditures in a single category, increase or decrease by 25% or more of the total amount awarded) will require approval from the HHDC.

Review Criteria
Reviewers will evaluate the application for scientific merit according to the following criteria:
    1. Degree of critical need for the equipment.

2. General significance of the work for which the equipment will be used.
3. Degree to which the equipment will contribute to the research environment of other OUHSC investigators, in addition to that of the principal investigator.
4. Documented support for additional costs including installation costs, maintenance contracts (includes all years going forward), operating personnel, and operational supplies.

Scoring for scientific merit will use NIH Study Section Guidelines. Scientific Priority scores range from 1.0 (highest priority) to 9.0 (lowest priority). Applicants will receive an NIH-style summary that includes strengths and weaknesses after the review is completed.

Post Award Conditions
A. Grant administration
Questions about grant administration (e.g., budget modifications, changes in project personnel, extensions) should be addressed to the Sponsored Program Administrator assigned to the PI (find your SPA: https://research.ouhsc.edu/Research-Administration/About-ORA/SPA).

B. Progress reports:
1. A progress report is due to HHDC within 30 days of project termination. It is the responsibility of the PI to submit the Progress Report. HHDC will provide a Progress Report template with detailed descriptions for each section to the PI. The report shall include a summary of research results; concise summary of significant discoveries, outcomes and progress in layman's terms; funding that has been secured with the help of HHDC dollars; manuscripts published, submitted, or in preparation; presentations at professional meetings; and any technology development and patents derived from HHDC funds.
2. Upon request by HHDC, the PI will provide periodic updates about funding that has been secured with the help of HHDC dollars; manuscripts published, submitted, or in preparation; presentations at professional meetings; and any technology development and patents derived from HHDC funds.

C. **New in 2024:** New awardees are required to attend the HHDC Diabetes Research Symposium, held each November at the OUHSC campus. Awardees are highly encouraged to submit an abstract to the meeting.

Failure to comply with award conditions will render investigators ineligible to apply for future HHDC funding.

Questions:
For questions and/or for special exception of the announcement approval, please contact HHDCGrants@ouhsc.edu.

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

HAROLD HAMM DIABETES CENTER

LETTER OF INTENT: HHDC Equipment Grant Program

Contact PI/ Team Leader: _____

PI Title/ Rank: _____

Institution/ College/
Department: _____

Campus Address: _____

Phone: _____

Email: _____

Provide the following for Each Investigator on Project:

Investigator: _____

Title/ Rank: _____

Institution/ College/
Department: _____

Campus Address: _____

Phone: _____

Email: _____

Repeat for each investigator

<u>PERSONAL STATEMENT</u> (Briefly describe why the Contact PI is well-suited for the role(s) in this project and the reason for the application. No more than 250 words):

PROJECT TITLE (200 character limit):

PROJECT SUMMARY (layman's terms, no more than 250 words, 1 page maximum):

Total Budget Amount Requested: $_____

NARRATIVE (1 page, NIH format):

The following template pages are for full applications only. Use these if your letter of intent is approved and you've been invited to submit a full application.

After the template pages, add blank pages for the remaining pieces of the application as described in the instructions.

[The rest of this page is left intentionally blank.]

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

HAROLD HAMM DIABETES CENTER

HHDC Equipment Grant Application

Contact PI/ Team Leader: _____

PI Title/ Rank: _____

Institution/ College/
Department: _____

Campus Address: _____

Phone: _____

Email: _____

Provide the following for Each Investigator on Project:

Investigator: _____

Title/ Rank: _____

Institution/ College/
Department: _____

Campus Address: _____

Phone: _____

Email: _____

Repeat for each investigator

PROJECT TITLE (200 character limit):

PROJECT SUMMARY (layman's terms, no more than 250 words, 1 page maximum):

_____   _____
Signature of Principal Investigator   Date

_____   _____
Signature of ORA Official   Date

BUDGET

<u>BUDGET JUSTIFICATION</u>