

**INTESTINAL STEM CELL CONSORTIUM –  
2018 Pilot Project Timeline and Requirements**

**ISCC Pilot Project Timeline – 2018**

<b>Due Date</b>	<b>Deliverable</b>	<b>Responsible Parties</b>
Monday, April 30 & Tuesday, May 1	Planning discussions at Day 1 and Day 2 of the Spring 2018 SC Meeting at UCLA.	SC Members
Friday, June 1	Pilot Projects Due to NIH/CC.	SC Members
Friday, June 29	Final funding decisions made. NIH staff may need additional information to issue award.	NIH
September 1	Awards for administrative supplements will be made.	NIH

**ISCC Pilot Project Requirements – 2018**

- I. Overview:** All institutions will submit a pilot project detailing their institution's contributions to the Trans-Consortium Pilot Project (TCPP). In addition to the usual PHS documents, the body of each submitted pilot project will consist of no more than **6 pages: 3 pages for the Background & Specific Aims** (the 'Master File'); a **1 page 2017 Pilot Project Report**; and **up to 2 pages** detailing the **aims/subaims to which your institution will contribute**, and your specific **research design** and **methodology** to meet those aims.
- II. Application Process:** All PIs are invited to submit a full application for 2018 Pilot Projects by returning required documentation to the ISCC-CC Project Manager ([igirard@coh.org](mailto:igirard@coh.org)) (with cc's to the NIDDK Project Scientist ([patricia.greenwel@nih.gov](mailto:patricia.greenwel@nih.gov)) and Program Officer ([david.saslowsky@nih.gov](mailto:david.saslowsky@nih.gov)) by **Friday June 1, 2018. Applications must be signed and forwarded by the Authorized Organizational Representative electronically.**

The NIDDK ISCC Project Scientist and Program Official will work with additional NIH staff to recommend funding of projects.

- III. Application Content:** The full application should include the elements listed below:
1. **PHS Form 398 Cover Page (i.e. form page 1) with Institutional Signatures.** Note that the Program Director/Principal Investigator (PD/PI) must be an ISCC PI. Other key investigators for the project may be listed on the continuation form page 1, under multiple PDs/Pis. The estimated start and end dates may not exceed 1 year.
  2. **Project Proposal.** A complete proposal should include the following:
    - a. **Common Project Title & Your Project Subtitle**
    - b. **3 pages – Common Background & Specific Aims** Common Background and Specific Aims should be inserted from the **Master file** provided to you by the Coordinating Center. This section will be the same for all pilot project submissions.

- c. **1 page - 2017 Pilot Progress Report** (this can also be used as part of the 2018 parent U01 RPPR)
- d. **2 pages max - Research Design & Methods for Achieving Your Project Objectives**  
*If a continuation of the funded 2017 pilot project is proposed in the 2018 pilot award application, provide a brief rationale for why this is more advantageous than a new, TCP aims-supporting project. Include details of your research approach and methodology for those aims to which your institution will contribute. Your expected outcomes and timeline to achieve these aims must also be described.*

Any "Core" activities should write a pilot application as well, and should emphasize that the requested Core budget will provide materials/service to consortium members at no additional cost (no chargeback.)

- 3. **Bibliography.** (No page limitation, but be selective)
- 4. **Biohazards.** List biohazards to be used, and Institutional Biosafety Committee approval documents or number for this use
- 5. **Collaborative Arrangements.** For the 2018 pilot awards, **only current ISCC PIs/Co-Is** may receive funding (the latter via subcontracts, as before). No external collaborators may take part in the 2018 pilot applications.
- 6. **Animal and Human Subjects Section per PHS 398 Instructions (as applicable).** Include the status of IRB and/or IACUC approval and plans/procedures to protect patient confidentiality. **Note: PIs should only propose animal or human subjects research if their parent U01 award is authorized for such work (with IACUC/IRB approvals in place.**
- 7. **Acknowledgement to Abide by All ISCC Policies and Procedures.** This includes pilot project guidelines included in this document, and the ISCC Project and Publication Guidelines.
- 8. **PHS Form 398 Budget Information (i.e. form pages 4-5).** Submit a budget for the total project. Any un-reimbursed work or personnel time expected of ISCC must be specified so that the NIH Program staff can evaluate whether ISCC is in a position to assume that un-reimbursed work or personnel time. Project specific resources/expertise needed from the CC should be specifically considered and budgeted for as needed, after consultation with the CC PI.
  - a. Each pilot project budget should be targeted at **\$81,989, inclusive of both direct and indirect costs**, unless substantially more (or less) effort is needed and fully documented/justified.
  - b. Subcontracts to collaborators outside the ISCC may **not** be included for 2018 pilot awards.
  - c. Your budget cannot exceed 1 year. (However, it is possible that future funding for additional years may be requested through a formal reapplication process.)
- 9. **PHS Form 398 Checklist.** Checklists for the project and for each budget component or subcontract must be submitted with the application.

**NOTE:** NIH may request additional information necessary for the scientific evaluation and administration of these applications and awards.