

2018 Boettcher Foundation Webb-Waring Biomedical Research Awards

University of Colorado Applicant Instructions
for University of Colorado Colorado Springs

This document provides critical information to supplement the Boettcher Foundation application, the biosketch template, eligibility certification and verification form and the University of Colorado (CU) specific budget template that are posted at www.cu.edu/boettcher.

All applicants from CU must comply with these CU-specific instructions. For example, the initial submission deadline to your PreAward office , Office of Sponsored Programs and Research Integrity (OSPRI) is February 9, 2018 which is earlier than the date cited in the Boettcher Foundation application. You must go through the proposal routing process before submitting the final document to OSPRI. Before you begin working on the application, please read the eligibility criteria carefully!

**If you intend to apply, you must submit the
Eligibility Certification and Verification and draft budget
(CU-specific Budget template provided at www.cu.edu/boettcher)
to OSPRI no later than
5:00pm, Friday, February 9, 2018**

**Final applications must be submitted to OSPRI
no later than
9:00am Tuesday, February 27, 2018.**

**Final completed applications will be submitted to the
President's Office by OSPRI by March 2, 2018.**

The deadlines are firm. No exceptions.

ELIGIBILITY

For purposes of this program, an eligible Early-Career Investigator (ECI) is defined as:

1. An investigator who is within four years of appointment to his/her career-track academic position (i.e. whose career-track appointments began no earlier than January 1, 2013). In general these are faculty appointments with significant expectations regarding research, and/or teaching, and/or clinical activities and may be tenure-track or non-tenure track. For purposes of determining eligibility, post-doctoral appointments, residencies and courtesy instructor titles are not considered career-track academic appointments. However, you must identify any of these exceptions in your biosketch, and fully and clearly state the nature of the appointment;
2. An investigator who has not previously received a major independent research award. A major independent research award is determined to be a National Institutes of Health [NIH] RO1 or similar grant which provides independent research support of at least \$125,000 (either single-year or multiple-year award), and which was awarded through a rigorous peer review process conducted by a public or private institution. Multiple independent awards that are each less than \$125,000, but that total more than \$125,000 will not impact eligibility;
3. An investigator who will have received a terminal degree or completed his/her medical residency within the ten years preceding the application (i.e. on or after January 1, 2007); and
4. An investigator who is either a U.S. citizen or a permanent resident.

University of Colorado Qualifying Appointment Titles: Investigators within ten years of completing their medical residency can now apply. In addition to tenure track appointments, non-tenure track research and clinical faculty are eligible to apply, assuming they meet all other eligibility requirements. Qualified “career-track academic appointments” based on the faculty titles [Regents policy 5-L] are:

- Tenure and Tenure Track: **Assistant Professor**
- Non-tenure Track: **Instructor, Senior Instructor**
- Clinical Teaching Track: **Instructor, Senior Instructor, Assistant Professor**
- Clinical Faculty: **Assistant Professor**
- Research Faculty: [Research Professor Series] **Assistant Professor, Senior Instructor, Instructor**
- Research Faculty: [Research Associate Series] **Research Associate, Senior Research Associate, Faculty Research Associate**

Academic Appointments: Academic appointments must be documented at the time of the application. For an applicant whose appointment begins after July 1, it is possible to delay disbursement of funds.

Joint Appointments: A faculty member hired through a grant at CU as a research associate while also working at a federal laboratory would be eligible to apply if he or she met all of the other qualifications. It may be necessary to submit evidence from CU that the appointment would not be terminated during the grant period and that the federal laboratory would also support the activity.

Multiple Investigators: The purpose of the grant is to provide a non-mentored opportunity for an early career investigator (ECI). A co-investigator who does not also qualify under the grant requirements is discouraged. Two investigators who both qualify as an ECI may collaborate on one application; however the review committee will be left with the task of assessing the value of the proposed research as it advances both careers, which could place the proposal at some disadvantage. The best option is for one ECI to apply and include services (salary expense) from the second investigator in your budget.

Major Independent Awards:

While the application indicates that to be eligible you may not have had a major independent research award, you may hold a training grant, mentored grant or career development grant simultaneously. You may also have a pending application for an independent grant at the time of submission. Please consult the application for additional specific information.

Citizenship Status: You must be a citizen or a permanent resident to be eligible and you must include your status in the biosketch portion of your application.

OVERVIEW OF SPONSOR APPLICATION COMPONENTS

- Signed one-page Cover Letter (include the title of your proposal)
- Signed Eligibility Certification and Verification Form
- Half-page description of the potential relevance of the proposed research to human health in simple layperson terms
- One-page Scientific Abstract
- Six-page (maximum) Investigator information
 - i. Boettcher Foundation Biographical Sketch Template provided at www.cu.edu/boettcher
- Six-page (maximum) Research Plan
- Two-page (maximum) Budget
 - i. CU-specific Budget template provided at www.cu.edu/boettcher
 - ii. Budget Narrative (justification)
- Required letters of recommendation (see below for details)
- Applicant, Department and Institutional signed [Assurance Statements](#)

REQUIRED INTERNAL ROUTING DOCUMENTS

- Internal Detail budget (required for routing) not a component of the application submitted to the sponsor.

BUDGET

Six awards will be made for \$235,000 for Total Direct and Indirect Costs¹. You may create a budget for one, two or three years; the funds will be released according to the annual budget. The entire amount can be payable in the first year, but the budget can also be spread out to take into account the amount of time it may take to collect data, etc. It is possible to carry over from one budget year to the next, but all funds must be expended by the close of the three-year grant period or returned.

YOU MUST USE THE SPECIAL UNIVERSITY OF COLORADO BOETTCHER FOUNDATION WEBB-WARING BIOMEDICAL RESEARCH AWARDS BUDGET TEMPLATE.

A total Facilities and Administration charge of 8% is built into the macro formulae: 4% is allocated to the CU system administration and 4% is allocated to the campus. The entire CU system administration amount is charged to the first year of the budget.

Allowable expenses include, but are not necessarily limited to:

Allowable Direct Costs:

- An Investigator's salary and benefits (Please contact your Grants office for the current fringe benefits rates)
- Other salaried personnel (including CU laboratory personnel)

¹ A lower facilities and administration (F&A) charge of 8% is used for this career development type of award.

- Tuition or Tuition Remission
- Professional Services
- Hourly compensation for laboratory personnel including students
- Supplies and Materials
- Small Equipment not to Exceed \$5,000 in cost for each piece
- 50% of Large Equipment exceeding \$5,000 in cost
- Services of core laboratories
- Professional travel

Indirect Costs:

- Facilities and Administrative (F&A) costs will be charged on modified total direct costs following federal guidelines.
- Large equipment, costing over \$5,000 in total and tuition will be exempt from overhead charges. The budget template will automatically exempt these items if amounts are entered into the appropriate lines.
- As budget amounts are entered into the blue area of the template, indirect costs will automatically calculate for both the campus portion and CU system administration portion and will add to the total budget.
- System Administration charges all IDC in first year of Award.

CONSTRUCTING THE APPLICATION

All applicants must complete and submit the Eligibility Certification and Verification and draft budget (CU-specific Budget template provided at www.cu.edu/boettcher) to OSPRI no later than 5:00pm, Friday, February 9, 2018.

When the budget has been finalized, submit a final PDF to OSPRI no later than 9:00am Tuesday, February 27, 2018 with all proposal elements included in the following order:

- 1) Cover Letter
- 2) Eligibility Certification
- 3) Relevance to Human Health
- 4) Abstract
- 5) Biographical Sketch
- 6) Research Plan
- 7) Budget (with justification)
- 8) Letters of recommendation
- 9) Signed assurance statement

Document must be received by dates indicated. There are no exceptions. OSPRI will submit the final application to the President's Office by March 2, 2018.

LETTERS OF RECOMMENDATION:

Three to Four signed letters of recommendation must be submitted with the application

- **Letter One:** Must be from your **CU academic authority** such as the department or division chair/head, dean or other academic authority.
- **Letter Two (Required):** Must be from **your current mentor (if applicable) or advisor**.
- **Letter Three and Letter Four (at least one required):** Must be from **researchers outside your institution who can address the merits of the science**.

MISCELLANEOUS NOTES:

There is no limit on the number of applications that can be submitted from each campus or unit.

2018 BOETTCHER FOUNDATION WEBB-WARING BIOMEDICAL RESEARCH AWARDS PROGRAM

REVIEW PROCESS OVERVIEW

A distinguished and prestigious system-wide review panel appointed by CU President Bruce Benson will convene on Tuesday, April 24, 2018. Each application will receive two written scientific reviews and a reader score using a modified NIH scoring system. After discussion and deliberation by the entire panel, six recommended awardees will be selected and the panel will forward their recommendations to President Benson. CU's final recommendations will be sent to the Boettcher Foundation for review by their Board of Trustees in May, 2018. Each eligible applicant will receive copies of the scientific reviews, once the winners are announced. CU will recommend six awardees to receive a total of \$1,410,000 with an award of \$235,000 for research conducted over a period of not more than three years.

Charge to the Committee: Boettcher Foundation's objectives, definitions and intent

- The impact of the investments should be high in terms of measurable outcomes.
- Investments should leverage existing or new partnerships to create an effort that is broader in scope than that which can be accomplished with the new funds alone.
- The awards should support existing programs that demonstrate levels of outstanding merit and accomplishment.
- The awards should support programs where existing gaps are substantial.

Criteria to be considered by the review committee include but are not limited to:

- The scientific merit of the proposed work.
- The extent to which the research has the promise to contribute directly to improving human health.
- The preparation of the ECI and his/her ability to conduct independent research.
- The likelihood that the ECI will be more competitive and move into an independent research career after conclusion of the grant.
- The likelihood that the ECI will produce publications, be promoted or contribute new technology disclosures will be considered.
- The reasonableness of the budget and the appropriateness of the timeframe proposed for the project.
- Additionally, other criteria developed by the review committee that are commonly applied in a peer review process.

The biomedical research supported pursuant to this grant program will be designed to find ways to prevent disease and improve human health through basic and applied biomedical research. The intent of the program is to fund meritorious research that has the potential for new discoveries or advances a discovery to the proof of its potential value as an application to improve human health. This research will improve the understanding, treatment and prevention of human disease.

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Application Review Campus Contacts:

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Office of the President Contacts:

The program manager in the Office of the President for the Boettcher Initiative at CU is Dan Montez.

Contact: webb-waring@cu.edu

Please do not contact the Boettcher Foundation directly!