

Guidelines for Submission of Letter of Intent

The Parker Institute for Cancer Immunotherapy (PICI) Center at UCLA provides awards to support competitive applications from UCLA faculty proposing ***innovative science and exciting, new trials*** that will enable collaboration and accelerate ambitious research to deliver new immunotherapies engineered to save lives. The program provides two years of support. The PICI Center at UCLA does not guarantee funding of any applications during a particular award cycle.

AREAS OF INTEREST:

- Best-In-Class T-Cells (engineered with CARs or TCRs)
- Checkpoint Blockade Non-Responder Biomarkers & Therapeutics
- Tumor Antigen Discovery (focus on mutational neoepitopes)

ELIGIBILITY:

- Only UCLA faculty may apply for this PICI Center at UCLA Award
- An eligible PI may only submit one proposal on which s/he is named PI
- PI's who receive funding will become a member of the PICI Center at UCLA as a *Project Member* and will be subject to the execution of a project-specific *Participation Agreement*

AWARD DURATION:

- Awards will be for 2 years, contingent on adequate research progress
- Additional years of funding require competitive review

AWARDS TERMS:

- There is a total budget restriction of \$250,000 per year to support direct research costs
- Funds are released in six month intervals based on semi-annual progress reports
- Eligible Costs:
 - o Personnel costs (PI salary and benefits must be no more than 10% of the total award)
 - o Supplies
 - o Equipment will only be funded in exceptional cases with specific justification
 - o The award may be used for travel to relevant scientific meetings (no more than \$5000 per year).

APPLICATION PROCESS: Investigators will be selected from eligible LOI applications and the release of funds will be subject to the completion of a formal Project Agreement. All Application materials must be in 11 point Arial type and submitted electronically to PICICenterUCLA@mednet.ucla.edu.

The **Letter of Intent** must include:

1. One-page concise description of the research proposal and goals
2. One page estimated total budget and general breakdown of projected expenses
3. Current biosketch in NIH format for PI only (5-page maximum)

Guidelines for Submission of Letter of Intent

REVIEW PROCESS: Submitted documents are assessed and rated according to scientific merit by intra- and extra-mural peer reviewers appointed by the Center Director. Following committee review and scientific priority ranking of all applications, recommendations for funding will be developed by the Director's Administrative Review Committee in accordance with the available research funds. *The review process is confidential and applicants will not receive comments or scores.*

PROGRESS & ANNUAL REPORTS: The PI must submit six-month progress reports and a final research report to the PICI Center at UCLA. The reports will include:

- a. Scientific report – status of research and progress to date, including preliminary research results
- b. Milestone achievements
- c. Financial report
- d. Updates or changes to Project Members and/or Key Personnel
- e. Changes with regard to Intellectual Property or potential research conflicts

PICI CENTER MEMBERSHIP: All personnel (includes PI, research staff, students, etc.) conducting research funded by the Parker Institute will sign a project-specific *Participation Agreement* and will be considered *Project Members*. Researchers will be considered Project Members throughout the course of the funded project. For details regarding membership and/or to request a copy of the Participation Agreement, please contact us directly at PICICenterUCLA@mednet.ucla.edu.

PUBLICATION GUIDELINES & ACKNOWLEDGEMENTS: Prior to the disclosure of publications to any third party, each researcher must furnish a copy of the proposed publication in draft form, but with final tables and figures, at least thirty (30) days prior to submission. In the event that the submission would jeopardize the confidentiality of any confidential information, or if a Third Party involved in the underlying project requires a longer review period, then a copy of the proposed publication should be furnished sixty (60) days in advance. This disclosure is requested so that the Parker Institute and UCLA can have time to review the publications for confidential information and assess the patentability of inventions described in the publication.

All publications and presentations resulting from research projects supported by the Parker Institute should acknowledge support in the publication from the “Parker Institute for Cancer Immunotherapy Center at UCLA”

INTELLECTUAL PROPERTY: Any IP developed in connection with a Parker Funded-Project will be collectively managed by UCLA's Office of Intellectual Property, through a designated Technology Transfer Officer, who will collaborate with the Parker Institute to accelerate the commercialization process. Intellectual property is defined as inventions (whether patentable or not), discoveries, methods, copyrightable works, tangible research material and other property, and data.

Applicants must complete and electronically submit the
Letter of Intent by 3 p.m., **Monday August 22, 2016** to PICICenterUCLA@mednet.ucla.edu
