# FUNDING OPPORTUNITY ANNOUNCEMENT

## PART 1. OVERVIEW INFORMATION

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| Participating Organization(s) | CTSA Program at UT Southwestern |
| Funding Opportunity Title | Team Science Pilot Program Grant |
| Funding Opportunity Number | CTSA-TSP-YR4-C |
| Funding Opportunity Purpose | The primary purpose of this opportunity is to support multidisciplinary teams in generating preliminary data for future extramural grant submissions, such as to the National Institutes of Health (NIH) or equivalent. |

### KEY DATES

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| Announcement Date | Feb 27th, 2024 |
| Application Due Date | April 1st, 2024, by 5:00 p.m. |
| Finalists Announcement | April 12th, 2024 |
| Earliest Award Start Date | May 1st, 2024 |

## PART 2. FULL TEXT OF ANNOUNCEMENT

### SECTION I. FUNDING OPPORTUNITY DESCRIPTION

**Background**

The CTSA program at UT Southwestern will foster the development of multidisciplinary collaborations to advance translational science. The intent of this Team Science Pilot Program Grant is to support multidisciplinary teams to develop proposals for extramural funding. Support includes seed money for collection of preliminary data and team activities through the process of extramural grant submission while practicing team science-based principles. This grant is funded by the National Center for Advancing Translational Sciences (NCATS) of the NIH.

### SECTION II. AWARD INFORMATION

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| **Funding Instrument** | Grant: A support mechanism providing pilot funds to eligible investigators to carry out an approved multidisciplinary project or activity. |
| **Application Types Allowed** | New<br>Resubmission |
| **Award Budget** | Two awards at $10,000 each. |
| **Award Budget Period** | May 1st, 2024- April 30th, 2025. Start date is contingent upon receiving NIH prior approval (if applicable). Funds must be expended by the end date. |

### SECTION III. ELIGIBILITY INFORMATION

**Eligible Applicants**

The Team Science Pilot Program application must have at least 2 principal investigators as multiple PIs (MPI). The MPIs should be experts in different scientific disciplines who will collaborate to advance translational research.

- An MPI must be faculty who has been an Assistant Professor for at least 3 years in rank by Jan 2024, or mid-career or senior investigator.
- Only the contact PI will be the fiscal representative responsible for award account management.
- Early-career Assistant Professors (less than 3 years in rank as Assistant Professors), residents, Fellows and Post-Doctoral associates are not eligible to serve as MPIs but are eligible to serve as co-investigators.
- Applicants who have received prior team science pilot grant funding from UT Southwestern are not eligible for this award.

**Eligible Organizations**

Applicants meeting eligibility requirements (see above) at the following institutions are encouraged to submit applications. Note: priority will be given to applications from multiple institutions.

- Children's Health℠
- Texas A&M University College of Veterinary Medicine
- Dallas Veterans Affairs Medical Center
- Moncrief Cancer Institute
- Parkland Health & Hospital System
- Southern Methodist University (SMU)
- Texas Scottish Rite Hospital for Children (TSRHC)
- Texas Tech University Health Sciences Center
- University of North Texas Health Sciences Center, Fort Worth (UNTHSC)
- University of Texas at Arlington (UTA)
- University of Texas at Dallas (UTD)
- University of Texas Southwest Medical Center (UTSW)

**Eligible Projects**

A team science-based project. Team Science is used to refer to a collaborative approach that draws concepts and technologies from multiple fields to develop a new perspective on answering translational research questions or solving complex problems with multiple causes.

**Required Registrations**

All applicants must have an NIH eRA Commons account. Applicants should work with their organizational officials to either create a new account or to affiliate their existing account with the applicant organization in eRA Commons. Obtaining an eRA Commons account can take up to 2 weeks.

## SECTION IV. APPLICATION AND SUBMISSION INFORMATION

**1. Content of Application Submission.** A completed application in response to this Announcement must include the following:

- Pilot Application (use template provided)
- IRB approval as applicable
- Human Subjects Training certifications as applicable
- IACUC approval as applicable
- Animal training certifications as applicable
- PHS Human Subject Form as applicable
- Detailed Budget (use template provided, see Budget Guidelines)
- Budget Justification (see Budget Guidelines)

**2. Submission of Completed Application.** Submit all documents along with detailed budget form in Section 5, electronically either in Microsoft Word or pdf format to CTSAProgram@UTSouthwestern.edu by **5pm on April 1, 2024.**

**3. Application Forms: Research Plan**
The Pilot Application requires a Research Plan including the sections listed below. Each section should be no more than 500 words.

- *Background and Significance*
  Provide sufficient and properly cited source documentation of previous research related to the proposed topic of study. Define precisely why the proposed work is innovative and how it establishes the feasibility of an idea in order to support a future grant application.
- *Research Objective and Specific Aims*
  Clearly define the objective of the proposed research including the contributions of the multiple disciplines you are proposing in your specific aims.
- *Approach*
  Include a description of how the experimental approach relates to the aims and a brief discussion of how the data will be interpreted. The description of the research plan should provide an understanding of how the investigators will approach the testing of the hypothesis, an overview of the study design and a discussion of how the data will be interpreted.
- *Multidisciplinary Team Approach*
  Describe the specific contributions of all co-investigators and collaborators and include their primary discipline and describe how each is uniquely qualified to perform in their respective roles.
- *Literature Cited*

**Human Subjects Research**
All proposals involving human research subjects must include the additional application requirements depending on the category of research being proposed. IRB approval is required at time of submission and PHS Human Subjects and Clinical Trials Information is due before the release of funding. For IRB submission assistance, contact HRPP Administration at HRPP@utsouthwestern.edu.

| NCATS REQUIRED DOCUMENTS | Category 1[1] | | Category 2[2] | |
|---|---|---|---|---|
| STUDY CATEGORY | Clinical Trial | Greater Than Minimal Risk Study | Minimal Risk[3], Exempt 1-3; 5-8 Study | Exemption 4 |
| COMPLETE HSS SECTIONS[5] | 1-6 | 1, 2, 3.1 & 3.2 | 1, 2, 3.1 & 3.2 | 1, 3.1 & 3.2 |
| Addendum | √ | √ | √ | √ |
| Certification of IRB-Approval | √ | √ | √ or | |
| Institutional Exemption Determination | | | √ | √ |
| Biosketches for PIs and key personnel | √ | √ | | |

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|---|---|---|---|---|
| **Institutional letter attesting to completion of Human Subjects Training for PI and key personnel[4]** | **√** | **√** | **√** | **√** |
| **IRB-Approved Protocol** | **√** | **√** | | |
| **IRB-Approved informed consent, verbal consent transcript, assent and parental permission documents, or documentation of IRB waiver (as applicable)** | **√** | **√** | | |
| ***Specified NCATS Required Document PDFs should be combined and attached in HSS Sections*** | ***5.1*** | ***2.7*** ***(Study Timeline attachment box must be used to attach the Study Timeline plus the NCATS-specified documents.)*** | | |

[1]**Category 1 Human Subjects Research** that meets the NIH definition of a clinical trial. *Answered "Yes" to all the questions in HSS Section 1.4 - Clinical Trial Questionnaire.* OR Human Subjects Research study deemed Greater than Minimal Risk by IRB.

[2]**Category 2 Human Subjects Research** study deemed Minimal Risk by the IRB or study has been determined by the institution to meet the criteria for Exemptions 1-8 under 45CFR46.

[3]**All NIH-defined clinical trials are considered Category 1** research even if proposed research might otherwise be considered Minimal Risk.

[4]**Institutional letter attesting to completion of Human Subjects Training for PI and key personnel**: NIH policy (NOT-OD-00-039 & NOT-OD-01-061) requires education on the protection of human research participants for PI and all key personnel; insert signed letter.

[5]**Utilize G.500 – PHS Human Subjects and Clinical Trials Information** as a guide during the preparation of any HSS Section required for Category 1 or Category 2 Prior Approval submissions.

| **eRA HSS SECTIONS to be COMPLETED[6]** | | **Category 1[1]** | | **Category 2[2]** | |
|---|---|---|---|---|---|
| | **STUDY CATEGORY** | **Clinical Trial** | **Greater Than Minimal Risk Study** | **Minimal Risk[3], Exempt 1-3; 5-8 Study** | **Exemption 4** |
| **HSS Section 1 – Basic Information** | | | | | |
| **1.1** | Study Title | √ | √ | √ | √ |
| **1.2** | Is this Study Exempt from Federal Regulations? | √ | √ | √ | √ |
| **1.3** | Exemption Number | √ | √ | √ | √ |

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|---|---|---|---|---|---|
| **1.4** | Clinical Trial Questionnaire | √ | √ | √ | √ |
| **1.5** | Provide the ClinicalTrials.gov Identifier | √ | | | |
| **HSS Section 2 – Study Population Characteristics** | | | | | |
| **2.1** | Conditions or Focus of Study | √ | √ | √ | |
| **2.2** | Eligibility Criteria | √ | √ | √ | |
| **2.3** | Age Limits | √ | √ | √ | |
| **2.3.a** | Inclusion of Individuals Across the Lifespan | √ | √ | √ | |
| **2.4** | Inclusion of Women & Minorities | √ | √ | √ | |
| **2.5** | Recruitment and Retention Plan | √ | √ | √ | |
| **2.6** | Recruitment Status | √ | √ | √ | |
| **2.7** | Study Timeline | √ | √ | √ | |
| **2.8** | Enrollment of First Participant (Section 6.3) | √[4] | √[4] | √[4] | |
| **2.9** | Inclusion Enrollment Report(s) | √[7] | √[7] | √[7] | |
| **HSS Section 3 – Protection and Monitoring Plans** | | | | | |
| **3.1** | Protection of Human Subjects | √ | √ | √ | √ |
| **3.2** | Is this a multi-site study? | √[5] | √[5] | √[5] | √[5] |
| **3.3** | Data and Safety Monitoring Plan | √ | **Optional** | **Optional** | **Optional** |
| **3.4** | Data and Safety Monitoring Board | √ | **Optional** | **Optional** | **Optional** |
| **3.5** | Overall Structure of the Study Team | √ | **Optional** | **Optional** | **Optional** |
| **HSS Section 4 – Protocol Synopsis** | | | | | |
| **4.1** | Study Design | √ | | | |
| **4.1.a** | Detailed Description | √ | | | |
| **4.1.b** | Primary Purpose | √ | | | |
| **4.1.c** | Interventions | √ | | | |
| **4.1.d** | Study Phase | √ | | | |
| **4.1.e** | Intervention Model | √ | | | |
| **4.1.f** | Masking | √ | | | |
| **4.1.g** | Allocation | √ | | | |

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|---|---|---|---|---|---|
| **4.2** | Outcome Measures | √ | | | |
| **4.3** | Statistical Design and Power | √ | | | |
| **4.4** | Subject Participation Duration | √ | | | |
| **4.5** | FDA-Regulated Intervention? (IND/IDE) | √ | | | |
| **4.7** | Dissemination Plan | √ | | | |
| **HSS Section 5 – Other Clinical Trial Attachments** | | | | | |
| **5.1** | Other Clinical Trial Attachments | √ | | | |
| **HSS Section 6 – Clinical Trial Milestone Plan[8]** | | | | | |
| **6.1** | Study Primary Completion Date | √[8] | | | |
| **6.2** | Study Final Completion Date | √[8] | | | |
| **6.3** | Enrollment and Randomization | √[8] | √[8] | √[8] | |
| **6.4** | Completion of primary endpoint data analyses | √[8] | | | |
| **6.5** | Reporting of results in ClinicalTrials.gov | √[8] | | | |
| **6.6** | Is this an applicable clinical trial under FDAAA? | √[8] | | | |

[1]**Category 1 Human Subjects Research** that meets the NIH definition of a clinical trial (*Answered "Yes" to all the questions in HSS Section 1.4 - Clinical Trial Questionnaire)* OR Human Subjects Research study deemed Greater than Minimal Risk by IRB.

[2]**Category 2 Human Subjects Research** study deemed Minimal Risk by the IRB or study has been determined by the institution to meet the criteria for Exemptions 1-8 under 45 CFR 46

[3]**All NIH-defined clinical trials are considered Category 1** research even if proposed research might otherwise be considered Minimal Risk.

[4]**Section 2.8 Enrollment of First Participant:** This field is now populated in Section 6.3 in HSS. Do not complete this field if you answered "YES" to the question "Using an Existing Data Set or Resources?" in the Inclusion Enrollment Report.

[5]**Section 3.2 Multi-site Studies**: Answer "Yes/No;" or select N/A only if: a. You answered "Yes" to "Question 1.2 Is this Study Exempt from Federal Regulations?". See G.500 for reference.

[6]**Utilize G.500 – PHS Human Subjects and Clinical Trials Information** as a guide during the preparation of any HSS Section required for Category 1 or Category 2 Prior Approval submissions.

[7]**Section 2.9 Inclusion Enrollment Report(s)** is not required for KL2/K12 Scholar projects and Category 4 Exempt HSR ( note: If the KL2/K12 Scholar is conducting an independent clinical research that is only using KL2/K12 research funds to support the research, then the IER is required.)

[8]**Section 6.3 Anticipated Enrollment of 1st participant** is required for all prior approval submissions except Exempt Category 4. *Even though Section 6 was initially created for clinical trials, the enrollment start must be included and updated for ALL HSR projects (including exempt studies, other than category 4) before submitting the RPPR.*

For clinical trials, the other fields in Section 6 will populate when the NCT number is entered in Section 1.5 and the 'populate' button is pushed. However, this is not required for prior approval submission but must be populated within 21 days of enrollment of the first participant. *The information from clinicaltrials.gov will populate the HSS fields so ensure the clinicaltrials.gov entry is current upon HSS completion.*

**Vertebrate Animal Research**

All proposals involving animal research subjects must include the following application requirements.

1. IACUC Approval Letter *(Approvals may not be pending at the time the application is submitted).*
2. Vertebrae Animals Section
   See NCATS-CTSA-Program-Instructions-for-Submitting-Prior-Approval-Requests-of-Planned-Research-Involving-Live-Vertebrate-ver-3.docx for guidance and an **example** of a Vertebrate Animals Section. The instructions and checklist are provided to assist applicants in ensuring that all elements of their Vertebrate Animals Section are addressed:

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| **1. Description of Procedures:** Provide a concise description of the proposed procedures to be used that involve live vertebrate animals in the work outlined in the Research Strategy section. Identify the species, strains, ages, sex, and total number of animals by species to be used in the proposed work. If dogs or cats are proposed, provide the source of the animals.<br><br>**Are the following addressed for all species?** | |
| ☐ | Species |
| ☐ | Strains |
| ☐ | Ages |
| ☐ | Sex |
| ☐ | Total number of animals by species |
| ☐ | Concise description of proposed procedures on live animals (i.e., sufficient information for evaluation) |
| ☐ | Source, only if dogs or cats are proposed |
| **2. Justifications:** Provide justification that the species are appropriate for the proposed research. Explain why the research goals cannot be accomplished using an alternative model (e.g., computational, human, invertebrate, in vitro).<br><br>**Are justifications provided?** | |
| ☐ | Choice of species is appropriate for proposed research |
| ☐ | Why research goals cannot be accomplished using an alternative model (e.g., computational, human, invertebrate, *in vitro*) |
| **3. Minimization of Pain and Distress:** Describe the interventions including analgesia, anesthesia, sedation, palliative care, and humane endpoints to minimize discomfort, distress, pain, and injury.<br><br>**Are interventions to minimize discomfort, distress, pain, and injury described? (Examples below)** | |

| | |
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| ☐ | Circumstances relevant to the proposed work, when animals may experience discomfort, distress, pain, or injury |
| ☐ | Procedures to alleviate discomfort, distress, pain, or injury |
| ☐ | Identify (by name or class) any tranquilizers, analgesics, anesthetics, and other treatments (e.g., antibiotics) and describe their use |
| ☐ | Provisions for palliative care or housing that may be necessary after experimental procedures |
| ☐ | Plans for post-surgical care, if survival surgeries are proposed |
| ☐ | Indicators for humane experimental endpoints, if relevant |
| **4. Method of Euthanasia:** Provide a justification for methods of euthanasia that are not consistent with the American Veterinary Medical Association (AVMA) Guidelines for the Euthanasia of Animals. If answer is "No" to the question "Is method consistent with AVMA guidelines?", describe the method and provide scientific justification in the text field provided. | |
| ☐ | If answer is "No" to the question "Is method consistent with AVMA guidelines?", is the method described and a scientific justification provided? |

## 3. ADDITIONAL REQUIRED ATTACHMENTS

- Biosketch Forms
  Using the most current NIH form, biosketches should be completed for the applicant PIs and all Key Personnel such as Co-Investigators or Collaborators who will be working on the proposed project. Combine all biosketches as one document and attach. All biosketches must include links to the personalized MyBibliography.

## 4. SUBMISSION DATES AND TIMES

Part 1 Overview Information contains information about Key Dates and times. Applicants must meet deadlines and requirements outlined in the document to be considered.

Only applications through e-mail will be accepted. Submit completed applications to the CTSA Program at CTSAProgram@UTSouthwestern.edu. Failure to adhere to the application and submission instructions will result in rejection of the application.

## 5. BUDGET GUIDELINES

Complete the Detailed Budget form in the attached application. Applicants must explain how all requested funds relate to the aims or goals of the proposed project.

Expenses that are allocable, allowable, reasonable and consistent should be taken into consideration when creating the budget. Refer to the NIH Grants Policy Statement on the Cost Principles for specific details.

### Approved Use of Funds

- Personnel: Funds from this mechanism may be used for any of the following salary support: non-PI research personnel such as research nurse, technician, data entry personnel, consultants, etc. Personnel costs must also include the appropriate amount of fringe benefits.
- Service Providers: Funds may be used to offset costs for laboratory analyses, data collection, database design/support, research coordinator services, or other services provided by core facilities on the UT Southwestern campus. A list of UTSW Service Providers is provided on the Application Forms spreadsheet. Applicants should seek consultation with proposed service providers to ensure sufficient funds are requested and that all related services are included. A price quote must be attached to the application if core service funding is requested in the budget. Price quotes are price estimates based on discussions with the core(s) of your choice. Price quotes must be generated by and come from the core facility.

- Equipment: Equipment is an article of tangible nonexpendable personal property that has a useful life of more than 1 year and an acquisition cost per unit that equals or exceeds $5,000. Equipment may be purchased only if such equipment is essential and allocable and not otherwise available for use by the applicants through a core facility on the UT Southwestern Campus or home institution. All equipment purchases must comply with the NIH Grants Policy Statement and UT Southwestern Purchasing Department requirements.
- Supplies: Funds may be used to offset materials and supplies necessary to carry out the proposed research.
- Inpatient and Outpatient Care Costs: Funds may be used to offset costs for inpatient or outpatient research visits, including hospital fees, nursing, metabolic services and meals, facility usage fees, investigational drug services, lab processing, etc.
- Other Expenses: Funds may be used to offset costs for study subject payments and expenses not included in the other budget categories.

**Non-Approved Use of Funds**

- Publication costs
- Invention, Copyright, Patent, or Licensing Costs
- Computer costs
- PI salary and fringe
- Travel & meals
- Administrative Costs, including paper, pens, notepads, and office furniture.
- Indirect costs (F&A), including subcontracts with CTSA partnering institutions. Applicants from partnering institutions should obtain a waiver for F&A from their institution as a condition of award (contact the CTSA Program at UT Southwestern for assistance in obtaining this letter).
- Other common unallowable costs, including but not limited to, advertising, IRB/IACUC costs, entertainment, membership dues, meetings/conferences, postage, printing, student costs.

NOTE: In some cases, non-approved costs may be allowed if they are directly related to the research and well-justified in accordance with the Cost Principles and Allowability of Costs/Activities guidelines of the NIH Grants Policy Statement. Contact CTSAProgram@UTSouthwestern.edu with questions on the allowability of a budget item to obtain confirmation.

Refer to the NIH Grants Policy Statement on Allowability of Costs/Activities for further guidelines.

### 6. FUNDING RESTRICTIONS

In accordance with section 479(b) of the Public Health Service Act (as amended by the Consolidated Appropriations Act, 2012, Public Law 112-74 and by the 21st Century Cures Act, 2016, Public Law 114-255), NCATS is authorized to use fiscal year 2021 funds to provide infrastructure and resources for all phases of clinical trials research but can only support clinical trials through the end of Phase IIB.

## SECTION V. APPLICATION REVIEW INFORMATION

### 1. CRITERIA

The review of applications will be based on the following criteria:

- **Significance**
  Does the project address an important problem or a critical barrier to progress in the field? Is there a strong scientific premise for the project? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?
- **Investigator(s)**

Are the PD/PIs, collaborators, and other researchers well suited to the project? If early career Investigators or New Investigators, or in the early stages of independent careers, do they have appropriate experience and training? Do the investigators have complementary and multidisciplinary expertise? Are they trained in team science evidence-based practices? Are their leadership approach, governance and organizational structure appropriate for the project? Comment on the PI's track record and career path.

- **Innovation**
  Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed? How does the proposed research relate to the theme?
- **Approach**
  Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Have the investigators presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility, and will particularly risky aspects be managed? Have the investigators presented adequate plans to address relevant biological variables, such as sex, for studies in vertebrate animals or human subjects? If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed?
- **Protections for Human Subjects**
  For research that involves human subjects but does not involve one of the six categories of research that are exempt under 45 CFR Part 46, the committee will evaluate the justification for involvement of human subjects and the proposed protections from research risk relating to their participation according to the following five review criteria: 1) risk to subjects, 2) adequacy of protection against risks, 3) potential benefits to the subjects and others, 4) importance of the knowledge to be gained, and 5) data and safety monitoring for clinical trials. For research that involves human subjects and meets the criteria for one or more of the six categories of research that are exempt under 45 CFR Part 46, the committee will evaluate: 1) the justification for the exemption, 2) human subjects involvement and characteristics, and 3) sources of materials. For additional information on review of the Human Subjects section, please refer to the NIH Guidelines for the Review of Human Subjects.
- **Inclusion of Women, Minorities, and Children**
  When the proposed project involves human subjects and/or NIH-defined clinical research, the committee will evaluate the proposed plans for the inclusion (or exclusion) of individuals on the basis of sex/gender, race, and ethnicity, as well as the inclusion (or exclusion) of children to determine if it is justified in terms of the scientific goals and research strategy proposed. For additional information on review of the Inclusion section, please refer to the Guidelines for the Review of Inclusion in Clinical Research.
- **Vertebrate Animals**
  The committee will evaluate the involvement of live vertebrate animals as part of the scientific assessment according to the following five points: 1) proposed use of the animals, and species, strains, ages, sex, and numbers to be used; 2) justifications for the use of animals and for the appropriateness of the species and numbers proposed; 3) procedures for limiting discomfort, distress, pain and injury to that which is unavoidable in the conduct of scientifically sound research including the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices; and 4) methods of euthanasia and reason for selection if not consistent with the AVMA Guidelines on Euthanasia. For additional information on review of the Vertebrate Animals section, please refer to the Worksheet for the Vertebrate Animals Section (VAS).
- **Environment**

Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

- **Sustainability**
  Does this project have potential for extramural funding?
- **Budget**
  Is the budget and justification reasonable based on the anticipated proposed research? Are there recommendations for reductions or increases in budget amount?

**2. ANTICIPATED ANNOUNCEMENT AND AWARD DATES**
Refer to Part 1 Overview Information for key, and earliest start dates.

## SECTION VI. AWARD ADMINISTRATION INFORMATION

**Award Notices**
A formal notification in the form of a Notice of Award (NOA) will be provided to applicants for successful applications.

**Distribution of Funds**

- Awardees appointed to UTSW will have funds distributed into a Chart of Accounts at UT Southwestern. The Chart of Accounts number will be provided in the Notice of Award (NOA).
- Awardees appointed to partnering institutions will be funded through a subcontract.

**Duration of Funding**
Applicants must be fully prepared to begin the project immediately upon receiving a Notice of Award and must be expended by the award end date (April 30, 2024).

## SECTION VII. POST-AWARD REQUIREMENTS

**Team science training and collaboration planning**
All funded awarded teams must agree to a minimum of 1-hour training session in team science evidence-based practices including collaboration planning with the CTSA team science Project Manager.

**Tracking and Reporting**
Final Reports: All funded applicants must be committed to providing a final annual progress report at the end of the budget period. The reports provide accountability in tracking and evaluating the program's impact on recipient projects, including any additional funding, inventions, patents, or licenses, publications and other project information and data resulting from the project. Failure to provide these reports will result in forfeiture of funding and disqualification from future funding opportunities. The annual progress report is due 60 days after the award period. In addition, a final invention and certification statement will also be required to be submitted 60 days after the award period. Forms will be provided with the NOA or can be requested by email to CTSAProgram@UTSouthwestern.edu

**Acknowledgement**
All publications must be registered with PubMed Central, and all Translational Program grant recipients must acknowledge the support of the CTSA Program at UT Southwestern in all publications, presentations, and posters by stating "Research reported in this publication was supported by the National Center for Advancing Translational Sciences of the National Institutes of Health under the Center for Translational Medicine's award number 1UL1TR003163-04. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH."

**Unspent Funds**
Any unspent funds must be returned to the Program in the event that the project is determined to be unfeasible, is not completed for any other reasons, or the funds are no longer required for the project (for example, if external support is obtained for the same project).

## SECTION VIII. PROGRAM CONTACTS

Please submit questions related to content to Victoria.LutgenGronau@UTSouthwestern.edu.
Please submit questions related to the application process to CTSAProgram@UTSouthwestern.edu.