

## The Fisher Center Discovery Program (FCDP) - Frequently Asked Questions 2018

### Program Objectives

- **Can the project be a collaborative effort with colleagues at another JHU school, university or other facility?**  
Yes. One of the FCDP objectives is to promote novel, cross-disciplinary collaborative clinical research, both within the Hopkins community and with our non-Hopkins counterparts.

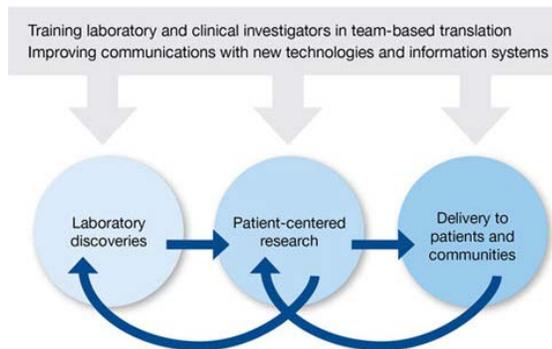
### Eligibility

- **My JHU faculty appointment is pending. May I apply as a Principal Investigator (PI)?**  
No. Your appointment must be in place at the time of application.
- **I am a part-time JHU faculty member. May I apply as a PI?**  
Typically only full-time JHU faculty may serve as the PI. Exceptions may be approved on an individual basis. Please contact the Fisher Center about your request, [fishercenter@jhmi.edu](mailto:fishercenter@jhmi.edu).
- **I am on the faculty at another university. May I submit a FCDP application as a PI?**  
No. Only Johns Hopkins University faculty members may apply as PIs. However, you may serve as a co-investigator or consultant on the research team.
- **Can a JHU medical school student included on the research team receive funds from the JHU School of Medicine?**  
The JHU SOM matriculated candidate for the M.D. degree may independently apply to the JHU SOM for supplemental funding through JHU SOM programs. JHU SOM research programs are separate from the FCDP. As such, it will be the responsibility of the student to comply with all JHU SOM requirements regarding the application, completion and administration of JHU SOM programs.
- **Can a JHU medical school student included on the research team receive academic credit from the JHU School of Medicine?**  
Work accomplished on behalf of the FCDP may not be credited toward the achievement of an academic degree without the written permission of the JHU SOM.

### Project Topics

- **What does the phrase “Environmental Infectious Diseases” mean?**  
Environmental ID includes disease causing agents found in traditional ecological environments, such as air, soil, and water, in addition to vector-borne or zoonotic diseases, as well as those found in built environments (home, hospital, and community) capable of causing human illness.
- **I am primarily a bench researcher. Am I eligible for FCDP funding?**  
The Fisher Center is dedicated to the clinical research of environmental pathogens which improves the diagnosis and treatment of these infections. Support of laboratory research will only be considered if it is a direct component of the translational or the clinical research project.
- **What is translational research?**  
Translational research may be defined as research that facilitates the rapid and efficient translation of basic science findings to clinical applications which enhance human health. To facilitate “bench to bedside” research, the NCCR of NIH launched the Clinical and Translational Science Awards (CTSA) Consortium in 2006, of which the Hopkins ICTR unit is a member. From the website (<http://www.ncats.nih.gov/research/cts/cts.html>) of the

National Center for Advancing Translational Sciences comes this diagram which succinctly explains the concept of translational research.



CTSA-funded institutions aim to accelerate scientific discovery along the entire biomedical research continuum, from basic science to patient studies to clinical practice, using an integrated approach. Information sharing at each stage of the process ensures that researchers are meeting community health needs, and that progress in the clinic, in turn, informs the work in the laboratory.

### **Monetary Support and Budget**

- **Is salary support limited to Johns Hopkins University employees?**  
No. However, the budget must conform to the requirements as outlined in the section *Monetary Support* (pages 4-5 of the [FCDP Application Guidelines](#))
- **If a co-investigator is beyond the level of Assistant Professor, may they receive salary support?**  
No. No member of the research team (PI, co-investigator, consultant, etc.) may receive salary support if they are beyond the level of Assistant Professor.
- **Is it okay to request personnel funds now, and if awarded, submit an addendum with that person's full name and credentials?**  
Yes. On the budget template under name, write TBD (to be determined). List the role accordingly.
- **Can international studies receive FCDP support?**  
International projects may be submitted and will be considered by the FCDP Advisory Board, though research that also has implications for domestic clinical care will have an advantage. Applicants with international proposals are encouraged to submit a letter of intent prior to writing their grant proposal.
- **Do I have to account for indirect costs in the budget?**  
No. Indirect costs have been subtracted from the funds.
- **Does the research go through the Office of Research Administration (ORA)?**  
The FCDP is privately funded and therefore is not administered by the ORA. However, some subcontracts, such as those for laboratory testing, may require ORA administration of the contracts. If so, it is the responsibility of the PI to interact with the ORA of their JHU affiliated school.
- **If awarded, does the FCDP manage my funds?**  
No. Awarded funds are released to the PI as an internal order (IO) or cost center (CC) number, per financial practices of the JHU affiliated school. However, periodic SAP Non-sponsored Business Objects Analysis, year to

date (YTD), transactional detail reports are to be generated and sent to the FCDP for review and record keeping. Please review the section *Post Award Requirements* (page 10 of the [FCDP Application Guidelines](#)).

- **Do I need to submit budget justification?**

No. Budget justification is typically not requested. However if the total salary support or total laboratory supplies, equipment, and service support exceeds the 50% cap of the total requested award, then written justification is required. For details, please review the section *Monetary Support* (pages 4-5 of the [FCDP Application Guidelines](#)).

### Application Documents

- **Do the protocol citations need to be in a specific format?**

No. Please use the citation format most commonly used in your JHU affiliated school. However, if available please include the PubMed Central reference number (PMCID) at the end of each citation.

- **Are biosketches required?**

Biosketches are not specifically required.

- **Some members of my research team do not have a curriculum vitae, résumé, or biosketch. Is a CV, résumé, or biosketch really necessary?**

Yes. CVs, résumés, or biosketches of all members of the research team must be sent with the application. This includes the PI, co-investigators, research nurses, study coordinators, lab personnel, technicians, etc. The CV, résumé, or biosketch offers the reviewers background on the research team regarding education, experience, and research interests. Since a CV, résumé, or biosketch is an important component of an academic career, it is good practice for all members of a research team, regardless of faculty status, to maintain a current CV, résumé, or biosketch.

- **Do I need to submit both a CV and biosketch?**

No, please submit one or the other. Do not submit both. Due to its typically shorter length, a biosketch is preferred.

- **Is there a specific format or template for the CV, résumé, or biosketch?**

The CV, résumé, or biosketch may be submitted using the current template specific to the team member's JHU affiliated school or current institution. Please number the pages.

- **Is a letter of support required if the co-investigators are JHU faculty members?**

There are basically two types of letters of support: a. If the applicant does not have JHU faculty status, then a full time JHU faculty person must serve as PI and must provide a letter of support. b. The reviewers prefer letters of support from co-investigators on the research team, especially those that are not JHU affiliated. Letters of support let the reviewers know that the co-investigators are indeed onboard with the research and will support it. This second type of letter of support is not a requirement, but is "nice to have."

### Submission of Documents

- **Where do I find the application?**

The application and supporting documents are available on the Infectious Diseases website, Fisher Center pages: [http://www.hopkinsmedicine.org/infectious-diseases/research/sherrilyn\\_ken\\_fisher\\_center/discovery\\_program.html](http://www.hopkinsmedicine.org/infectious-diseases/research/sherrilyn_ken_fisher_center/discovery_program.html)

- **What completed documents should be included in the final application package?**
  - Application
  - Protocol
  - Budget
  - Budget justifications, if needed
  - Letters of support (PI mentor and/or collaborators)
  - Curriculum vitae (CV), résumé, or biosketch of all research team members
  
- **I am unable to submit all components of the application package in one email. What should I do?**

If the documents exceed the email file size, then please send the remaining documents in a second email.
  
- **How do I submit the application and supporting documents**

Send the completed application package in a single email to [fishercenter@jhmi.edu](mailto:fishercenter@jhmi.edu). If the documents exceed the email file size, then please send the remaining documents in a second email.

### **Contact Us**

Our staff is here to help you. Please feel free to contact us.

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