

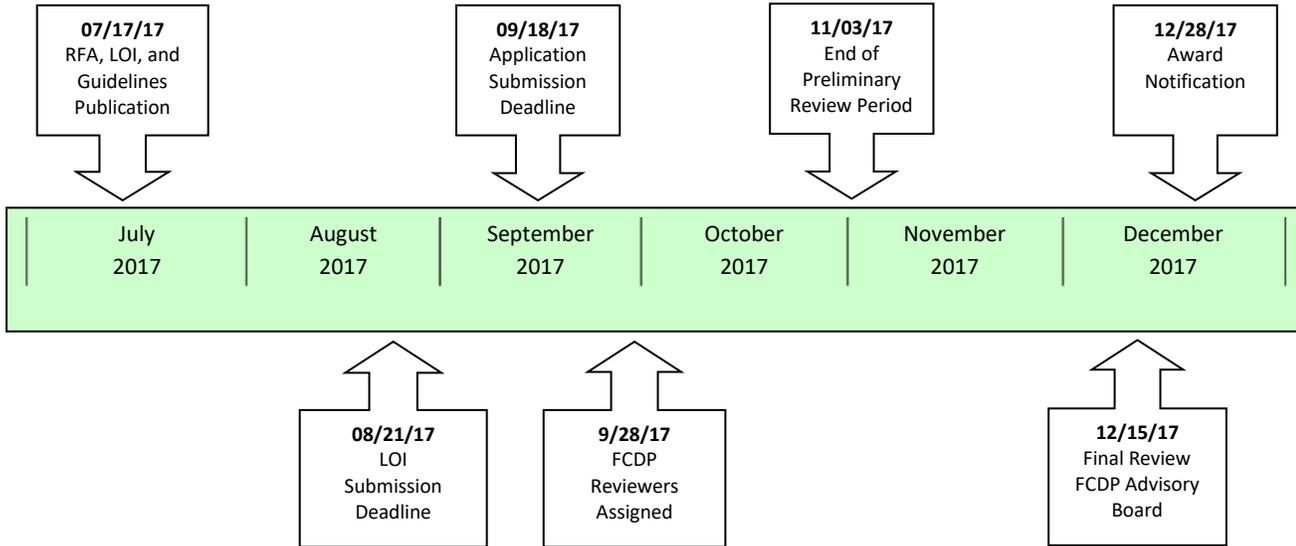
The Fisher Center Discovery Program (FCDP) Application Guidelines 2018

Eligible	All full-time Johns Hopkins University faculty (Fellow, house staff or student proposals must be supported by a faculty member mentor)
Budget	Up to \$50,000.00 USD
Number Available	Maximum two projects will be funded
Grant Period	Twelve months, with a possible 12 month no-cost time extension upon review
Application	http://www.hopkinsmedicine.org/infectious-diseases/research/sherrilyn_ken_fisher_center/discovery_program.html
Submit Via Email	Submit the application and supporting documents via email, fishercenter@jhmi.edu
Contact	Email: fishercenter@jhmi.edu ; Phone: 443-287-4840

<u>Application Guidelines Index</u>	<u>Page</u>
Grant Cycle Calendar	1
Dissemination Plan	2
Program Objectives	2
Eligibility	2
Regulatory Requirements	3
Conflict of Interest	3
Project Topics	4
Monetary Support	4
No Cost Extension (NCE)	5
How to Apply	5
Application Documents	6
Letter of Intent	6
Application	6
Protocol	6
Curriculum vitae	6
Letters of Support	7
Budget	7
Document Presentation and Formatting	8
Post Submission of Application Materials	8
Review Process	9
Feedback	9
Post Award Requirements	10
Oral Presentations	10
Written Reports	10
Annual Reports	10
Publication Requirements	10
Contact Information	11

Grant Cycle Calendar

Letter of Intent (LOI) Submission Deadline	August 21, 2017 at 11:59 PM
Application Submission Deadline	September 18, 2017 at 11:59 PM
Anticipated Award Notification	On or before December 28, 2017
Award Start	January 2 – June 30, 2018 at investigator discretion



Dissemination Plan

- FCDP proposals will be accepted one time per year, with a submission deadline of September 18, 2017.
- University-wide web and email announcements will be sent at least twice for each application period.
- Any alterations to the program and the Request for Application will also be broadcast through these methods.
- All application documents must be received by 11:59 PM on September 18, 2017.
- Applicants will be notified of acceptance or denial of the grant request on or before December 28, 2017.

Program Objectives

The Fisher Center Discovery Program (FCDP) is designed to accomplish the following objectives

- To promote research by providing funds that will support projects focused on clinical or translational research related to environmental infectious diseases (ID). 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.
- To provide expertise, resources, and mentorship opportunities for pilot or clinical studies that may lack traditional funding mechanisms.
- To promote novel, cross-disciplinary collaborative clinical research among schools of the Johns Hopkins University and with non-Johns Hopkins University research partners.
- To facilitate the careers of early career researchers (faculty or trainees) by providing funds for projects joined with a more senior investigator capable of providing hands-on training and mentoring in the science of clinical investigation.

Eligibility

- All full-time faculty members of Johns Hopkins University, especially junior faculty, are encouraged to apply.
- The grant is offered university-wide. In fact, we encourage cross-discipline and cross-school collaborative research. Any full-time faculty person from within Johns Hopkins University (JHU), including the schools of Medicine, Public Health, Nursing, Engineering, Business, and Arts/Sciences may apply.

- Only Johns Hopkins University faculty members holding a terminal degree (MD, DO, PhD, PharmD, DVM, or equivalent) may serve as Principal Investigator (PI).
- A faculty member may submit only one application per grant cycle as the PI. However, a faculty member may serve as a co-investigator on a different application within the same grant cycle.
- Hopkins-affiliated postdoctoral fellows, house staff, medical school students, PhD students, graduate students, and undergraduate students may submit a FCDP application and be included as research team members on FCDP proposals. However, they may not be the PI. If the applicant is not a faculty member, the supporting faculty member PI is required to write a letter indicating review, mentorship responsibility, and approval of the project. Letters of support may be saved as a Microsoft Word or Adobe PDF document.
- Johns Hopkins University School of Medical (JHU SOM) matriculated candidates for the M.D. degree are encouraged to be included as research team members. All research projects must be carried out at Johns Hopkins with a Johns Hopkins faculty preceptor.
 - The FCDP application must be accompanied by a letter of support from the Faculty member who is the proposed research preceptor. Letters of support may be saved as a Microsoft Word or Adobe PDF document.
 - The student's performance to date in the JHU SOM will be considered in the award process. Therefore, an official transcript from the JHU SOM may be requested.
- Current and previous awards and grants to the PI, such as NIH grants, do not impact FCDP award eligibility.
- If a FCDP grant is awarded, additional awards obtained after distribution of FCDP funds will not impact FCDP funds.

Regulatory Requirements

- All FCDP awarded projects involving human participants must be approved by a Johns Hopkins Institutional Review Board (IRB). Such projects will be carried out using the guidelines and policies developed by the Johns Hopkins Office of Human Subjects Research Compliance Team.
- All FCDP awarded projects involving animals must be approved by the Johns Hopkins University Institutional Animal Care and Use Committee (IACUC). Such projects will be carried out using the guidelines and policies developed by the IACUC.
- While advance approval by the IRB and/or IACUC is not a prerequisite for submission of a FCDP application, investigators should be aware of the impact of these and other necessary administrative or regulatory reviews on project timeline and feasibility. If the project does not meet with IRB and/or IACUC approval, FCDP funding will be terminated and remaining funds forfeited.
- If this is a clinical trial, after the FCDP award has been made and the project has received IRB approval, the research project must be registered at clinicaltrials.gov in a timely fashion.

Conflicts of Interest

- At the time of application, before funds are awarded, and throughout the project period, it is the responsibility of the PIs and all members of the research team to report any financial or fiduciary interest that might appear to present a conflict of interest to the FCDP and the University Office of Policy Coordination, using the JHU disclosure system.
- The presence of conflict of interest does not disqualify investigators from receiving this award, but will require the review and management of this conflict by the Committee on Outside Interests.
- The failure of any research team member to disclose all outside interests could result in the termination of the FCDP award and the disallowance of all study costs.
- Additional information may be found online at the [Office of Policy Coordination](#).

Project Topics

Emphasis will be on understudied and/or traditionally under-funded infectious diseases caused by environmental pathogens causing human illness. Project proposals regarding already well-funded areas and/or not fitting within the theme of environmental infectious diseases will not generally be considered for FCDP awards: examples include HIV, Hepatitis A/B/C, influenza and tuberculosis. FCDP resources will be concentrated on clinical research to generate pilot or more comprehensive data. Laboratory research will only be considered as part of a translational or clinical research project.

- Collaborative research within the Hopkins community is strongly encouraged. Novel collaboration with non-traditional partners in the Krieger School of Arts and Sciences, Whiting School of Engineering, Carey Business School, School of Education, School of Nursing, Bloomberg School of Public Health, and School of Medicine is favorably viewed.
- Both domestic and international projects may be submitted, although projects that may lead to advancement of U.S.-based health issues will have a competitive advantage. International or global-health oriented projects have a substantial advantage if proposed research topics do occur in North America but are more easily addressed in an international location. Sound science and the relationship to clinical care remain important determinants for funding.
- Projects with potential for a broad impact will be more favorably reviewed.
- Projects may cover a wide range of topics relevant to environmental infectious diseases, including but not limited to these representative topics:

Clinical Research

- Improving the clinical diagnosis and treatment of environmental infectious diseases
- Development or evaluation of diagnostic tests or procedures related to environmental infectious diseases
- Characterization of long-term outcomes of environmental infectious diseases
- Comparative effectiveness research
- Modes of environmental infectious disease transmission
- Prevention of environmental infectious disease
- Use and impact of healthcare informatics in environmental infectious disease research
- Impact of ecological and environmental changes on health and disease

Education

- Effectiveness of training program development for clinicians concerning the diagnosis and treatment of environmental infectious diseases
- Evaluation of community education materials and modes of communication, including print, web-based, and social media

Animal Research

- Animal modeling of environmental infectious diseases
- Animal to human transmission of environmental infectious diseases

Business and Healthcare Management

- Economic impact of environmental infectious diseases
- Impact of health care reform on the diagnosis and treatment of environmental infectious diseases

Monetary Support

- **Requests must be no more than \$50,000 USD.** Requests exceeding \$50,000 will not be reviewed. Requests that are lower than the \$50,000 ceiling are strongly encouraged, and may have a competitive advantage.

- A realistic budget proportionate to the scope of the project must be included in the FCDP application package. The budget must be submitted using the [FCDP Budget Template 2018](#). Please use the current template, as the template has changed from previous years.
- Funds may be used only for support of research conducted primarily at Johns Hopkins institutions. **Subcontracts with outside institutions or facilities are permitted, but should not exceed 50% of the total requested budget.**
- In an effort to support early career investigators, there will be no salary support for faculty beyond the level of Assistant Professor.
- Funds may be used for staff salary or student stipends.
- **Total salary support should not exceed 50% of the total requested budget**, unless there is strong justification for an additional level of salary support. Justification for exceeding the 50% cap is to be submitted in the form of a written letter and appended to the application package.
- Funds may be used for travel essential to the conduct of the research, but not for travel to established meetings or conferences.
- Funds may be used for supplies, equipment, and laboratory services specific to the development of an assay, diagnostic test, or device. **Total laboratory supplies, equipment, and service costs should not exceed 50% of the total requested budget**, unless there is strong justification for an additional level of laboratory supply, equipment, and service support. Justification for exceeding the 50% cap is to be submitted in the form of a written letter and appended to the application package.
- Funds will be released to the PI in the form of a Johns Hopkins University internal order number or cost center number.
- Funding will be for a twelve month period, with the award start date between January 2 and June 30, 2018 at the discretion of the PI.
- At the end of the grant period or at the time of early termination, all unspent FCDP funds will be returned to the Fisher Center for Environmental Infectious Diseases.

No Cost Extension (NCE)

- After completion of the initial twelve months of the grant award, the PI may apply for a no-cost time extension for up to 12 months. This extension period is to allow for completion and/or publication of research projects.
- Beyond one NCE period, no additional NCEs will be considered. Hence, the maximum time allowed for completion of the research project is 24 months.
- All grant extension requests must be submitted six weeks before the end of the initial 12-month project period using the *FCDP Award Extension Request* form, which can be requested via email, fishercenter@jhmi.edu.

How to Apply

- For the application and documents, go to the Fisher Center's website at http://www.hopkinsmedicine.org/infectious-diseases/research/sherrilyn_ken_fisher_center/discovery_program.html
- Applicants are advised to review the document *Fisher Center Discovery Program Application Guidelines 2018* before completing the application and supporting documents.
- Download and complete the [application](#) as directed
- Download the required supporting documents and complete. Explanations for the use of these documents may be found in the *FCDP Application Guidelines 2018*, page 6, section *Application Documents*
- Refer to the section **Documents Presentation and Formatting** (page 8 of this document) for formatting requirements.

- Send the completed application, protocol, budget, letters of support, CV's and other required documents in a single email to fishercenter@jhmi.edu before the published deadline. If the documents exceed the email file size, then please send the remaining documents in a second email.
- **NOTE: Once submitted, application documents cannot be changed.**
- Non-electronic submissions will not be accepted.

Application Documents

Letter of Intent

- The Letter of Intent (LOI) informs the FCDP that you plan to respond to a request for application (RFA) and acts as a preliminary review tool for the FCDP.
- Submission of a LOI is not required, but is encouraged if uncertain whether proposed research fits within the FCDP program.
- The FCDP Director will provide feedback for all submitted LOIs.
- All LOI must be submitted on the *FCDP Letter of Intent* form.
- Email the completed LOI form, the applicant CV, and the Principal Investigator CV (if different) to fishercenter@jhmi.edu. Call 443-287-4840 with any questions or submission issues.
- The LOI submission deadline is August 21, 2017 at 11:59 PM.

Application

- Completion of the *Fisher Center Discovery Program Application 2018* in its entirety is required for all proposals.
- List all study team members known at the time of application. This includes the PI, co-investigators, research nurses, study coordinators, lab personnel, technicians, etc.
- Send via email to fishercenter@jhmi.edu.

Protocol

- Submission of a research protocol is required. The following sections must be included:
 - Abstract (250 words maximum)
 - Introduction and Background (1 page maximum)
 - Specific Objectives (1 page maximum)
 - Procedures and Methods (3 pages maximum)
 - Timeline of study activities (1 page maximum)
 - Benefits or Significance of the research (1 page maximum)
- A list of citations which support the research protocol must be included as part of the protocol or as a separate document. If available, we encourage the PubMed Central reference number (PMCID) be included at the end of citations.
- **Please number the pages in the protocol document.**
- Put the protocol title and the name of the PI in the protocol header.
- Create and save as a Microsoft Word or Adobe PDF document.
- Send via email to fishercenter@jhmi.edu.

Curriculum Vitae

- The current curriculum vitae (CV) and bibliography, résumé, or biosketch for all known members of the entire research team must accompany the application. This includes the PI, co-investigators, research nurses, study coordinators, lab personnel, technicians, etc.
- **Please number the pages in the document.**
- Create and save as a Microsoft Word or Adobe PDF document.

- Send via email to fishercenter@jhmi.edu.
- Send each CV, résumé, or biosketch as an individual file. **Do not combine multiple CVs, résumés, or biosketches into a single file.**

Letters of Support

- A letter of support from the Faculty research preceptor (PI) is required for applicants who are JHU fellows, house staff, medical school students, graduate students, and undergraduate students.
- Letters of support are strongly encouraged from collaborators and research partners, within and outside the University relevant to the project.
- Limit letters of support to 1-2 pages.
- Create and save as a Microsoft Word or Adobe PDF document.
- Send via email to fishercenter@jhmi.edu.

Budget

- Please review the section **Monetary Support** (pages 4-5 of this document) prior to completing the budget proposal.
- All proposals must be accompanied by a budget formatted using the [FCDP Budget Template 2018](#). The budget must include costs related to personnel, patient care, animal care, laboratory, travel, and other study related expenses.
- If funds are not requested for a particular category, enter a zero in the total column.
- Total funding requests are limited to \$50,000 USD.
- Create and save as a Microsoft Excel document.
- Send via email to fishercenter@jhmi.edu.
- Remember to include the *Project Title, PI, and Submission Date* at the top of the template.
- To gauge if the proposed budget corresponds to the project protocol and the costs are reasonable, **specific line items are to be listed on the budget.**
- Under the section *Personnel*, list the name of the person and the role on the research team. If unknown at the time of application, TBD (to be determined) is acceptable. For example, *TBD research coordinator*.
- On the budget, under the section *Personnel*, list only those persons slated to receive salary support from the FCDP funding. If a person is on the research team, but will not receive salary support, then do not list that person on the budget.
- For the sections *Direct Patient Care and Remuneration; Animal Care; Laboratory Supplies, Equipment, and Services; Travel; and Other Expenses*, **provide specifics** regarding costing allocations. For example, under the section *Laboratory Supplies, Equipment, and Services* the entry for a lab item may be: Pipettes (4 boxes, \$20/box). In the total column enter \$80.
- *Direct Patient Care and Remuneration* is defined as items related to direct patient or study participant care and participant remuneration. Example: Blood collection kit (10 at \$10/kit), \$100 total.
- *Animal Care* is defined as items related to the purchase and care of animals. Example: Care of Mice (\$0.64 per cage/day x 15 cages x 10 days), \$96.00 total.
- *Laboratory Supplies, Equipment, and Services* are defined as items necessary to complete the research, but are not related to direct patient care, such as lab supplies and testing. Examples: 30 ml 2% EDTA solution (2 bottles, \$80/bottle), \$160 total; PCR testing (50 tests, \$100/test), \$5000 total.
- *Travel* is defined as travel expenses related to the conduct of the research. Funds may not be used for travel to established meetings or conferences. Example: Airfare round trip to India to collect samples (1 RT flight at \$3000.00), \$3000.00 total.
- *Other Expenses* are defined as expenses that do not fit into the other categories. Example: Dell Laptop Computer to record study results in the field (1 at \$1500.00), \$1500.00 total.

- On the budget template, do not delete rows or categories. Additional rows may be added within existing categories. Do not add new categories. Applicants are strongly encouraged to direct budget questions to Yvonne Higgins (443-287-4840 or fishercenter@jhmi.edu) prior to final submission of the application.

Documents Presentation and Formatting

Software

- Application documents are to be submitted in their original software format (Microsoft Excel for the budget, Microsoft Word or Adobe PDF for all other documents). Hand written applications will not be accepted

Language

- All applications must be submitted in standard American English
- If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

Font

- Arial or Calibri, 10-12 points, black type.
- A symbol font may be used to insert Greek letters or special characters
- Type density, including characters and spaces, must be no more than 15 characters per inch
- Type may be no more than six lines per inch
- Shadings or colors may not be used in text portions of the application

Paper Size and Page Layout

- Use standard size (8.5" X 11") sheets of paper
- Use 1 inch margins on all sides (top, bottom, left, and right) for all pages
- Standard, single-column format for the text
- Single sided and single spaced
- Consecutive number pages throughout the application in the footer, centered, on each page. Do not use suffixes (e.g. 1a, 1b)
- Do not include unnumbered pages
- Do not include additional blank pages
- **The submission date, principal investigator, and project title should be in the header, in the top right hand corner of each page of the protocol.**

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes/Endnotes

- A smaller type size is acceptable, but it must be in black ink, readily legible and follow the font typeface requirement
- Footnotes or endnotes are to be consecutively numbered

Photographs and Images

- All photographs and other materials must be imbedded directly within the application. Items glued or taped on the application will not be accepted.
- Up to six black-and-white images may be included if they are critical to the content of the application.
- The application must contain only material that reproduces well when photocopied in black-and-white

Post-Submission of Application Materials

- Application materials will only be accepted after submission of the application if they result from unforeseen administrative or technical issues.

- Acceptable post-submission materials include:
 - Revised budget due to new funding
 - Letters of support or collaboration resulting from a change in personnel
 - Adjustments resulting from natural disasters
 - News of an article accepted for publication
 - Specific documents requested by the Fisher Center Advisory Board or the FCDP Manager

Review Process

- Upon submission, the FCDP will assign an application number. This number will be used on all future FCDP communication with the applicant.
- Applications will be scored by JHU faculty members with expertise in the field similar to that of the proposed research topic.
- All applications will be scored on a 1-5 scale in five areas:
 - Relevance to FCDP goals and environmental infectious diseases
 - Scientific impact, novelty, and merit in the experimental design
 - Feasibility of project completion within a twelve month period
 - Collaboration between investigators and JHU schools
 - Potential for development of research and/or clinical leadership
- Only complete applications received by the deadline will be reviewed.
- The review process is as follows:
 - FCDP staff will review the application for completeness and compliance with the grant process as outlined above. Document errors will be referred back to the applicant for correction.
 - Application materials will be distributed to individual Faculty reviewers for preliminary scoring. Reviewers will submit written feedback regarding applications they have scored.
 - The Fisher Center Advisory Board will meet to discuss all applications, assign a final score to applications, and discuss funding awards.
 - The FCDP Director will finalize the award, including funding. All funding decisions are final.
 - Applicants will be notified in writing of acceptance or rejection of the grant proposal within four months of the submission deadline.
 - The PI and a representative of the FCDP will sign a written agreement outlining the terms of the award.
 - The FCDP offers flexible start dates for release of funds, per PI request. The start date window should be between January 02, 2018 and June 30, 2018. On the application, please indicate a single start date.
 - The start and end date of the twelve month period will be included in the FCDP written agreement.
- Additional review will not be permitted.
- Revisions after rejection will not be permitted.
- Previously awarded FCDP PIs may apply for a new FCDP award for a different research project at the conclusion of the original research project.
- Re-submission of denied grants is discouraged except by invitation from the FCDP. However, unsuccessful applicants may apply in consecutive rounds with substantially different proposals.

Feedback

- As part of the mentoring objective, feedback to applicants after peer review is very important.
- All applicants will receive written feedback via the *FCDP Review Summary Statement*
- The meaning of numeric designations will be clearly indicated on the *FCDP Review Summary Statement*.
- Denied applicants may make an appointment with the FCDP Director to discuss the application review outcome and obtain guidance for future applications.

Post Award Requirements

- Oral Presentations
 - Within three months of the release of funds, awarded PIs or their designees will orally present a preliminary overview of the research project in a FCDP Director approved forum.
 - Near the completion of the 12-month award or extension period, awarded PIs or their designees will orally present a comprehensive review of the research project in a FCDP Director approved forum.
- Written Reports
 - Within six months of the release of funds, awarded PIs or their designees will submit a written progress report using the *FCDP Interim Report* form.
 - The *FCDP Interim Report* form will be forwarded to the PI or their designee six weeks prior to the due date.
 - Within six months of the release of funds, awarded PIs or their financial management designees will submit a SAP Non-sponsored Business Objects Analysis, year to date (YTD), transactional detail. The Business Objects Analysis is to include all negative and positive entries, G/L breakdown, and all rows. The report is to be extrapolated into MS Excel, printed, and submitted along with the *FCDP Interim Report*.
 - Near or just after the completion of the 12-month award or extension period, awarded PIs or their designees will submit a written comprehensive review of the research project using the *FCDP Final Report* form.
 - The *FCDP Final Report* form will be forwarded to the PI or their designee six weeks prior to the due date.
 - Near the completion of the 12-month award period, awarded PIs or their financial management designees will submit a SAP Non-sponsored Business Objects Analysis, year to date (YTD), transactional detail. The Business Objects Analysis is to include all negative and positive entries, G/L breakdown, and all rows. The report is to be extrapolated into MS Excel, printed, and submitted along with the *FCDP Final Report*.
- Annual Reports
 - For the first five years after the initial award, the awarded PI or their designee will be asked to submit a brief one-page update of the project using the *Annual Award Follow Up* form.
 - Information from all FCDP awarded projects is compiled into an annual report presented to the Fisher Center Discovery Program Advisory Board and donors to assess if program objectives are being met and to document post FCDP awards and publications.
- Failure to participate in oral presentations or submit reports as described above will result in termination of the project and forfeiture of remaining funds
- Publication Requirements
 - Publication of research is strongly encouraged.
 - All publications resulting from research using FCDP resources are required to cite the FCDP as contributing sources of support. When publishing articles related to this research, the following language should be used in its entirety:

This publication was made possible by support from the Sherrilyn and Ken Fisher Center for Environmental Infectious Diseases, Division of Infectious Diseases of the Johns Hopkins University School of Medicine. Its contents are solely the responsibility of the authors and do not necessarily represent the official view of the Fisher Center or Johns Hopkins University School of Medicine.
- Any substantive changes to the original research plan or budget must be discussed with and submitted in writing to the FCDP. Failure to do so will result in termination of the project and forfeiture of remaining funds. Changes must be submitted to the responsible Johns Hopkins University regulatory body.
- The FCDP may suggest revisions to the application, protocol, research plan, budget, IRB application, or other study documents pre or post award.

Contact Information

- The FCDP encourages applicants to communicate with our staff concerning our programs, resources, and granting process.
- **Contact Us**
Yvonne Higgins, PA, MAS, MS/ITS
Senior Research Program Manager
The Sherrilyn and Ken Fisher Center for Environmental Infectious Diseases
Phone 443-287-4840
Fax 410-502-7029
Email fishercenter@jhmi.edu or yhiggins@jhmi.edu