RMATRIX-II Collaboration Pilot Projects Program
2014 Call for Research Proposals & Guidelines

PURPOSE: The RCMI Multidisciplinary and Translational Research Infrastructure Expansion - II (RMATRIX-II) supports research endeavors and collaboration for junior investigators who hold faculty appointments at the University of Hawaii at Manoa (UHM), with preference given to investigators from the John A. Burns School of Medicine (JABSOM) and the Myron P. Thompson School of Social Work (School of Social Work). To assist with achieving this goal, RMATRIX sponsors a Collaboration Pilot Projects Program to provide modest, short-term pilot grants to support the development and implementation of projects that have the potential for extramural funding. The pilot project grants are intended to provide research support for competitive projects proposed by faculty and stimulate transdisciplinary research in one or more RMATRIX HEALTH Initiative areas. The purpose of this announcement is to provide guidelines and criteria for proposal submissions.

RESEARCH SCOPE: Research proposals should have a strong translational research emphasis and should focus on reducing health disparities and inequities among Native Hawaiians, Pacific islanders, Filipinos, and/or other populations experiencing disparities in Hawaii related to at least one of the two RMATRIX HEALTH Initiative areas: 1) Nutrition and Metabolic Health; and 2) Growth, Development & Reproductive Health.

AVAILABLE SUPPORT: Applicants may request an annual budget with direct costs of up to $30,000. It is anticipated that the size of RMATRIX collaboration pilot project awards will vary based upon the scope of the proposed research. In addition to funding, it is expected that applicants utilize infrastructure support from the RMATRIX Cores, e.g., biostatistics, informatics, RN/study coordination, lab support, IRB/regulatory support, training/education, access to clinical exam facilities and/or other support.

ELIGIBILITY:

1. Multiple Principal Investigators (PIs) or collaborators are encouraged with one of the PIs having an academic appointment at JABSOM or the School of Social Work. Graduate students, Post docs and Fellows may serve as co-investigator or collaborators, but the lead PI must have a faculty appointment at UHM, preferably at JABSOM or Social Work. Current or previously-funded investigators who have met the obligations and conditions of their RMATRIX award, including progress report and publication requirements, are eligible to apply.

2. Proposals must involve a transdisciplinary team of investigators or collaborators consisting of at least one clinician and one basic scientist, or a clinician and a community partner, or scientists from two disparate disciplines.

3. Proposals must focus on health disparities and inequities amongst Native Hawaiians, Pacific islanders, Filipino, and/or other populations experiencing health disparities in Hawaii related to one of the RMATRIX HEALTH Initiative areas:
   a. Nutrition and Metabolic Health
   b. Growth, Development & Reproductive Health

4. Proposals must have a translational research emphasis clearly showing linkages between basic science and clinical medicine, or development of clinical research leading to adoption of best practices in the community.
Preference will be given to those projects that emphasize one or more of the following features:

a. Focus on Native Hawaiian health needs in a RMATRIX-II HEALTH Initiative area, especially those focusing on:
   - Nutrition and Metabolic Health or
   - Growth, Development & Reproductive Health
b. Emphasize community-based research with the RMATRIX-II target ethnic populations on Oahu, e.g., Native Hawaiians, Pacific Islanders, and Filipinos.
c. Include at least one RMATRIX Core for project support.
d. Involve UH and RCMI Translational Research Network (RTRN) infrastructure (http://rtrn.net) partners.
e. Promote interdisciplinary research.

**IMPORTANT DATES**

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<th>Proposal submission deadline</th>
<th>Monday, August 4, 2014 (5:00pm)</th>
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<tbody>
<tr>
<td>Earliest Anticipated Award Period</td>
<td>September 1, 2014 – April 30, 2015</td>
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| Progress Report Due Dates: | Mid-Year Report Due Date: February 1, 2015  
Final Progress Report Due Date: May 1, 2015 |
| Project Deliverables | 1. Presentation at Regional/National Meeting or JABSOM Biomedical Symposium.  
2. Completion of RMATRIX-II data collection metrics.  
3. Within six months of pilot project completion, submission of at least one manuscript to a referenced journal acknowledging RMATRIX support with a PMCID #.  
4. Within one year of pilot project completion, submission of at least one grant using the data gathered from the pilot project. |

**TO DOWNLOAD AN APPLICATION FORM go to:** http://rmatrix2.jabsom.hawaii.edu/pilot-app/app-grid.html

**SUBMISSION INSTRUCTIONS**
Applications should be submitted as electronic file(s) to tamho@hawaii.edu and must be received no later than Monday, August 4, 2014 at 5:00 pm (Hawaii Time). Applications submitted after the deadline will not be reviewed. Applications should be submitted in either MS Word or pdf format in the following order:

a. Cover Page with Abstract  
b. Budget and Budget Justification  
c. Biographical Sketch
d. Research Plan
e. Human Subjects (including Targeted/Planned Enrollment Table), if applicable
f. Vertebrate Animals, if applicable
g. Consultants

Applications will not be required to go through myGRANT. **Paper applications will not be accepted.** **Incomplete applications, handwritten applications or applications not adhering to the following specifications will not be reviewed and will be returned:**

**Font**

- Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 points or larger. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.
- 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.
- Use black ink that can be clearly copied.
- Print must be clear and legible.

**Paper Size and Page Margins**

- Use a standard size page size (8½ x 11”).
- Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages.

**Page Formatting**

- Use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.
- The application must be single-sided and single-spaced.
- Consecutively number pages throughout the application. Do not use suffixes (e.g., 5a, 5b). Do not include unnumbered pages.
- The name of the Principal Investigator should appear in the upper right-hand corner of each page.

The page order of the application should be as follows, adhering strictly to page limits:

**A. Cover Page with Abstract (Page 1)**
Complete the cover page and include an abstract summarizing the proposal in the space provided.

**B. Budget and Budget Justification (2 pages)**
Complete the proposal budget form and enter the totals under each budget category. Provide a justification for each budget item requested. Applicants may request an annual budget with direct costs of up to $30,000. Indirect costs are not allowed. Investigators and project staff salary support may be considered if appropriately justified. Cost sharing, stipends and honorariums will not be allowed. Incentives for research participants are allowed. Travel support is allowed to present accepted abstracts at professional meetings, but must be limited to domestic travel only, not to exceed $2,500. Supplies directly related to the project should be included. Request for equipment (including computers) requires proper justification and plans for future use of the equipment upon completion of the project. Any supplies and equipment purchased by RMATRIX-II funds are property of RMATRIX-II.

In addition to funds, applicants must utilize at least one RMATRIX-II core. Request for personnel and infrastructure support available through the RMATRIX-II program includes: biostatistics; informatics; RN/study coordination; lab support; IRB/regulatory support; training/education; access to clinical exam facilities; and/or other support.
Selected proposals will be awarded a combination of funds plus infrastructure support; thus, it is anticipated the size of RMATRIX-II collaboration pilot project awards will vary based upon the scope of the proposed research.

C. Biographical Sketch (Not to exceed 4 pages for each person)
Using standard NIH format (http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc) please submit a biographical sketch for the Principal Investigator and any additional key personnel, including consultants. Include current research support (source of funds, title of research, period of time covered, specific aims and role of the investigator) for all currently funded projects and those pending future funding. Please state any areas of potential overlap the proposed project may have with current and pending projects.

D. Research Plan (Please adhere to page limits; use Continuation Page)
Please keep these questions in mind as the following items are organized (D.1.-D.4.)

- What do you intend to do?
- Why is the work important (relation to health disparities, population, etc.)?
- What has already been done?
- How are you going to do the work?

D.1. Specific Aims (½ page)
List the goals, long-term objectives and what the specific research proposed in this application is intended to accomplish. State the hypotheses to be tested and relevance to health disparities and HEALTH Initiatives.

D.2. Background and Significance (2 pages)
Briefly describe the background/research to date which has led to the present application. Critically evaluate existing knowledge and specifically identify the need that the project is to fill. Please provide a statement of significance of the project and importance with respect to health disparities by relating the specific aims to the goals and long-term objectives.

D.3. Experimental Approach and Research Design / Project Timetable (2 pages)
Describe the experimental approach to the research question and state the procedures and methods to be used in achieving the specific aims. Include how the data will be collected, analyzed, and interpreted. **A timetable for the project is required and must indicate targeted completion of the proposed project.** The timetable should also include plans for abstract and/or publication submission. Point out potential problems or obstacles and the proposed plan if the obstacles are encountered.

D.4. Literature Cited (1 page)
List all references in numbered, sequence within the text. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. Please limit the references to relevant and current literature pertinent to the proposed research.

E. Human Subjects (no page limits)
Please follow the guidelines for documentation of certification for protection of human subjects in accordance with NIH guidelines (http://grants.nih.gov/grants/funding/phs398/phs398.pdf). For Non-Exempt Human Subjects Research, please be sure to include all required sections beginning on Page II-7 of the NIH document. If you are conducting human subjects research, you must also complete the Targeted/Planned Enrollment Table (http://grants.nih.gov/grants/funding/phs398/enrollment.doc). Applications with an incomplete human subjects section may be considered ineligible for review. Release of award funds will be contingent on receipt of IRB approval letter(s) and other regulatory documents.

F. Vertebrate Animals (no page limits)
Certification for protection for the care and treatment of laboratory animals should be obtained for all
applicable projects, in accordance with NIH guidelines. Release of award funds will be contingent on receipt of IACUC approval letter(s) and other regulatory documents.

G. Consultants (no page limits)
Include letters of support from investigators and faculty members confirming and describing their roles as consultants/mentors in the project.

REVIEW PROCESS
Proposals will be reviewed by a committee comprised of members and ad hoc members of the RMATRIX-II Scientific Subcommittee. Projects will be critiqued for significance, innovation and impact; applicant qualifications; research design and potential of success; and budget for the project. The written critiques from reviewers will be summarized in aggregate form and provided to applicants as feedback on their proposals.

POST AWARD INFORMATION AND REQUIREMENTS

1. Investigators with applications which are reviewed and scored within the fundable range will be notified of the intention to fund. Release of funds may be contingent on the receipt of IRB approvals, IACUC approvals and/or other regulatory documents (human subjects training certification, animal research certification, etc.).

2. A mid-year (February 1, 2015; 5:00 pm Hawaii Time) and final progress report (May 1, 2015; 5:00 pm Hawaii Time), maximum 2 pages each in electronic PDF format (email: tamho@hawaii.edu). Failure to submit the mid-year progress report will result in suspension of funds until the report is submitted. Failure to submit the final progress report, including planned abstract submission, will result in exclusion of any of the project personnel from submitting future research applications to RMATRIX-II for consideration.

3. Investigators will be required to have abstracts submitted to either a regional/national meeting or the JABSOM Biomedical Symposium. Copies of submitted abstracts should be sent to RMATRIX-II (email: tamho@hawaii.edu) at the same time that the abstracts are submitted to the meeting.

4. Investigators are required to submit their manuscripts, abstracts and presentations resulting from grant-related support to the RMATRIX-II Administrative committee prior to acknowledging the RMATRIX-II award.

INQUIRIES
We welcome the opportunity to address questions regarding the RMATRIX-II Collaboration Pilot Projects Program. Interested applicants may contact the following individuals:

Bruce Shiramizu, MD
Executive Program Director, RMATRIX-II
John A. Burns School of Medicine
University of Hawaii at Manoa
Email: bshirami@hawaii.edu

Todd Seto, MD
Associate Program Director, RMATRIX-II
John A. Burns School of Medicine
University of Hawaii at Manoa
Email: tseto@queens.org