

## **Texas Biomed IN-TRAC Small Project Pilot Grants 2025 Request for Proposals (RFP)**

### **Narrative/Scope:**

This opportunity for IN-TRAC participants supports pilot research projects of up to \$20,000 per application to develop a new skill or technique that furthers the applicants' own research. This is a limited-scope pilot grant that is intended to supplement the costs associated with acquiring a new skill or technique.

### **Applicant eligibility:**

IN-TRAC participants that are Faculty, Staff Scientists or Postdoctoral Fellows are eligible to apply as a Principal Investigator (PI). Graduate students may apply as a co-PI. Applicants must be in good-standing with the program. To be in good standing the applicant should have completed or be scheduled to complete the requirements below.

- 1 annual journal club presentation
- Attend at least half of the Texas Tuberculosis Journal Club sessions
- 1 annual IN-TRAC Forum presentation or original research progress presentation

### **Submission Guidelines:**

- Requests must be between \$10,000 - \$20,000, can support one year of research, and will supplement the costs associated with learning a new skill or technique that furthers the applicant's research.
- Funds can be used for salaries and benefits of the applicant.
- Funds can be used for animal costs and/or supplies and externship training/travel.
- For post-doctoral fellows and staff scientist's, salary/benefits overages must be covered by supervisor funds.
- Research related to this award is expected to equip the applicant with new skills and technical abilities needed to generate pilot/feasibility data for external grant submissions (e.g. NIH R or K awards).

### **Review Criteria and Process:**

The IN-TRAC Development core will screen applications through a committee of IN-TRAC Core Directors/Co-Directors and externship leaders assessing the following review criteria (in priority order):

- Proposal adds new skills or techniques to the applicant that will contribute to furthering their research.
- Significance, innovation, and approach of the research project.
- Likelihood that the applicant will be competitive for extramural funding at completion.
- Capability of the applicant to complete the study.

Approval by the NIH IN-TRAC program leadership is required prior to any award being made. Applicants' participation in IN-TRAC events and classes will be considered. Applicants are awarded with the expectation of continued participation in IN-TRAC events and classes. Funds may be awarded with contingency of meeting criteria for being in good standing (see applicant eligibility).

Principal Investigators will receive feedback in the form of review sheets.

## Reporting Requirements:

No-cost extensions require prior approval from the IN-TRAC Development Core 60 days before award end date.

At six month intervals a 1-page progress report will be submitted to the IN-TRAC Development Core until funding has been exhausted.

## Important Deadlines and Instructions:

Due Date	Action	Instructions
Friday, March 7, 2025, 5pm	Notice of Intention to Submit	Principal Investigator must fill out <a href="#">this form</a> stating intention to submit and a list of all co-investigators. No other information needed.
Friday, March 21, 2025 5pm	Vet Services Request (if needed)	If NHP resources are needed, the Principal Investigator must contact SNPRC Research Coordination and submit a Vet Services request. Please note that Research Coordination budgeting may take up to 3 weeks.
Friday, March 28, 2025, 5pm	Request Budget Assistance from SPA	For assistance with budget development of non-vet services costs, contact Sponsored Programs Administration by this date ( <a href="mailto:spa@txbiomed.org">spa@txbiomed.org</a> ).
Friday, April 11, 2025 5pm	Budget Finalization Submission to SPA	Final budget to Sponsored Programs Administration ( <a href="mailto:SPA@txbiomed.org">SPA@txbiomed.org</a> ) for signatures. SPA will review and sign no later than Wednesday, April 23.
Friday, April 25 , 2025, 5pm	Final Proposal Package Submission to VPR office	Principal Investigator must submit the complete signed proposal package as a one PDF document <a href="#">here</a>
May 2025	Funding Announcements	Principal Investigator will be informed of the outcome of their application.

## **Application Contents and Instructions:**

### **1] Face page (provided)**

Complete all sections, including signatures, prior to submission.

### **2] Specific Aims (up to 1 page)**

### **3] Research Strategy: Significance, Innovation, and Approach (no more than 2 pages)**

**A]** Literature cited (no more than 1 page)

**B]** Include the following (no more than 1 page combined)

- Plan for extramural grant submissions (timelines, grant type)
- Statement of how the proposed acquisition of novel skills and techniques furthers the applicant's research.

**C]** Appendix (Include letters of support, Required Information for Pilot Awards Form, agreements, etc. No scientific data/text)

### **4] Budget and Budget Justification**

- Complete the PHS Form Page 4
- Use a project period of June 1, 2025 through May 31, 2026. The project period may be adjusted once awards are officially announced, if necessary.
- Provide a budget justification. Include a narrative to justify all personnel effort and roles, supplies aggregated into categories (e.g. media, plastics, and PCR reagents), animal costs, core costs and equipment purchases (if relevant).
- Principal Investigators should request budgets that realistically represent the scope of work.
- There is no indirect cost reimbursement for this award.

### **5] Biosketch**

Attach NIH biosketch for the Principal Investigator and supervisor (5 page max.).

## Face Page

## Texas Biomed IN-TRAC Pilot Grants

### 2025 Request for proposals (RFP)

Project title	
Total budget \$	
Principal Investigator	Name:  Signature:
Supervisor	Name:  Signature:
Sponsored Programs Administration	Name:  Signature:
Abstract:	

Submission Checklist	
Face Page with signatures	
Specific Aims	
Research Strategy	
Supervisor letter of support (Include in the Research Strategy Appendix. You can also <a href="#">Upload it separately here</a> ).	
Required Information for Pilot Awards Form (Include in the Research Strategy Appendix.)	
Budget and Budget Justification	
NIH Biosketch	
Single PDF package with all components	

## **Required Information for Pilot Awards:**

Application PI:

Application Title:

Name of TRACs: IN-TRAC

- Foreign site involvement

NO ☐

YES ☐

Please provide name of country, institution, address of institution, PI at institution, email and phone number for the foreign site PI

Please provide a brief description of what work will be done in the foreign site

Please provide the amount of funds that will go to the foreign country

- Human Subjects involvement (Please note, research is not allowed if it falls under the NIH definition of a clinical trial)

NO ☐

YES ☐

IRB Approval Date:

Institutional Federal Wide Assurance (FWA) for site:

If there are changes from the parent HS work, please provide an updated HS section

Please note, the enrollment information may also need to be updated in HSS by the PI, if enrollment has changed

- Vertebrate Animal involvement

NO ☐

YES ☐

IACUC Approval Date:

Animal AWA number:

If there are changes from the parent application, please provide an updated VAS