



**bankheadcoley**  
Florida Cancer Research Program

**Call for Grant Applications:  
Bridge Grant for Cancer  
Fiscal Year 2011-2012**

**Florida Department of Health  
Office of Public Health Research  
Tallahassee, Florida**



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Call for Grant Applications: Bridge Grant, FY 2011-2012**

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**NOTE: Only applications received through the GrantEase™ online application system will be accepted.**

Applicants must register online at [www.floridabiomed.com/login.html](http://www.floridabiomed.com/login.html) to be able to submit an application. Previously registered applicants will have to re-register, although the same user name and password can be used. See [Part III](#) for application preparation and submission instructions.

**Direct all questions about the online application process and related issues (e.g. username and password problems) to:**

Technical Support  
Lytmos Group  
(816) 347-9449 (phone)  
[techsupport@floridabiomed.com](mailto:techsupport@floridabiomed.com) (E-mail)

**If you experience technical difficulties during the final hours of the competition, please contact technical support immediately for assistance.**

## **PART I. OVERVIEW**

### **1. Introduction**

The William B. “Bill” Bankhead, Jr., and David Coley Cancer Research Program (hereafter referred to as “the Program”) was established in section 381.922, *Florida Statutes* (s. 381.922, *F.S.*) in 2006. The purpose of the Program is to “advance progress towards cures for cancer through grants awarded through a peer-reviewed, competitive process.” The legislative intent of the Program is to significantly impact Florida’s high cancer burden, reducing both cancer incidence and mortality, while advancing scientific endeavors in the state and making Florida a world-class leader in cancer research and treatment. Since the 2009-2010 fiscal year (FY), the Program has received a portion of the revenue deposited into the Health Care Trust Fund from the increased cigarette user fee imposed by s. 210.02, *F.S.*

The Florida Department of Health, through the Office of Public Health Research (hereafter referred to as “the Department”) administers the Program with the support of a contracting partner, the Lytmos Group, Inc. The Program also solicits recommendations and suggestions on policy alternatives from the Biomedical Research Advisory Council consistent with s. 20.435 and s. 381.922, *F.S.*

The Program has three long-term goals:

1. Significantly expand cancer research capacity in the State.
2. Improve both research and treatment through greater participation in clinical trials networks.
3. Reduce the impact of cancer on disparate groups.

In pursuit of these goals, **the Program is soliciting Bridge Grant applications** from eligible institutions to fund initiatives addressing the prevention, diagnosis, treatment, and/or cure of cancer.

Through separate calls for grant applications, the Program is also soliciting grant applications for two other grant mechanisms:

1. Technology Transfer Feasibility (TTF) Grant
2. Technology Transfer/Commercialization Partnership (TTCP) Grant

This Call for Grant Applications applies only to Bridge Grant applications. To access the TTF and TTCP Calls for Grant Applications, visit the Program website at [www.floridabiomed.com](http://www.floridabiomed.com).

The Program has historically operated in general accord with the policies and procedures for extramural funding employed by the National Institutes of Health (NIH) and looks to the NIH as a source of standard practices. To protect the credibility of the Program and to ensure public trust, this general accord includes but is not limited to similar expectations of adequate institutional control and oversight to guard against financial conflict of interest, scientific misconduct, scientific and financial overlap and the mismanagement of funds, the protection of human and vertebrate animals, and compliance with applicable state and federal laws or regulations.

**Regarding intellectual property, all materials submitted to the Department are subject to the provisions of Art. 1, Sec. 24, Florida Constitution and Chapter 119, F.S., Florida's public records law. These laws grant a right to inspect any public record to anyone upon request. All Program materials, including applications, are public record. Refer to [Part I, Chapter 7](#) for instructions on how to properly identify confidential/proprietary information.**

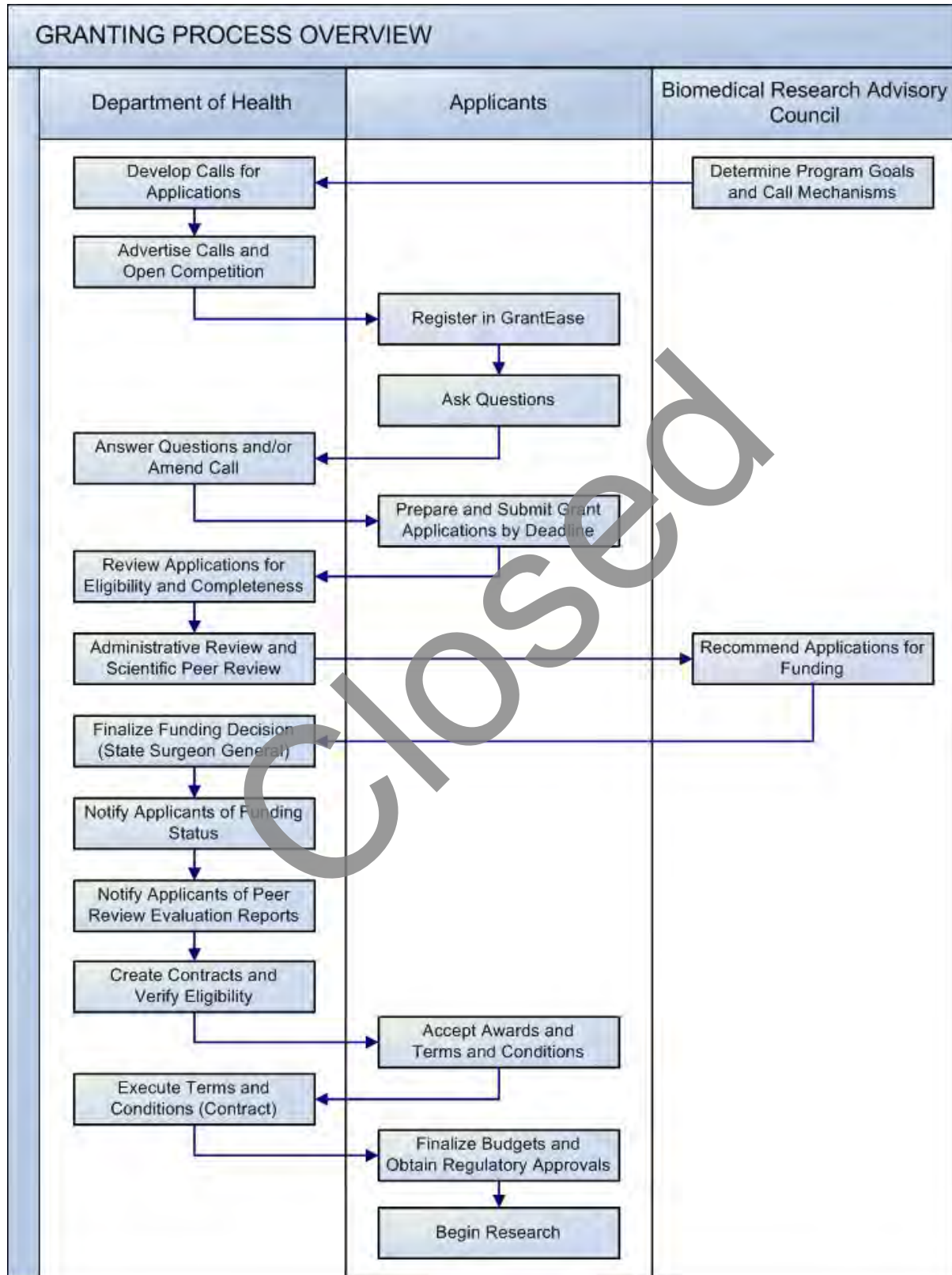
**All awards in response to this Call are subject to the availability of funds and spending authority provided by the Florida Legislature. By submitting a grant application pursuant to this Call, all applicants acknowledge and consent to this condition.**

**After awards are made, each grantee must sign a contract, called the "Terms and Conditions," agreeing to certain legal requirements of the award. An example of the "Terms and Conditions" is located on the Program website and can be accessed by clicking on the following link: [Terms and Conditions \(www.floridabiomed.com/bc\\_call\)](http://www.floridabiomed.com/bc_call). The "Terms and Conditions" are non-negotiable and acceptance is required as part of the grant award process. The Program reserves the right to change or modify the "Terms and Conditions" as needed. By submitting a grant application pursuant to this Call, all applicants acknowledge this requirement. The "Terms and Conditions" also include the post-award schedule of deliverables.**

## 2. Highlights

- Each grant mechanism has its own Call for Grant Applications.
- There are three distinct submission, review, and award rounds for this Call. See [Part I, Chapter 4](#) and [Part II, Chapter 2](#).
- For FY 2011-2012, the Program intends to set aside a limited amount of funds for Bridge Grants submitted in response to this Call. Grants will be awarded until all available funds are exhausted. All applications that are fundable but unfunded due to budgetary constraints will be carried forward for up to one year and may be awarded if funds become available. [See Part II, Chapter 2](#).
- This document has been reorganized to align with the application process.
- All instructions for filling out the application are included in this Call for Grant Applications, either in the main body or the appendices
- Definitions of key terms used throughout this document are located in [Part II, Chapter 8](#).
- This Call for Grant Applications contains guidelines limiting the participation of members of the Florida Biomedical Research Advisory Council. See [Part II, Chapter 3 C](#).
- Applicants are encouraged to check the Program website at [www.floridabiomed.com](http://www.floridabiomed.com) regularly throughout the application, peer review, and award processes for Program announcements, Call amendments, and answers to programmatic questions.

### 3. Grant Competition Process Overview



#### 4. Schedule of Important Dates

<b>Table 1. ROUND 1 Schedule of Important Dates</b>		
<b>ACTIVITY</b>	<b>DATES</b>	<b>IMPORTANT INFORMATION</b>
Competition opens for online applications	March 15, 2011	Visit <a href="http://www.floridabiomed.com">www.floridabiomed.com</a> and register for access to an online application.
Required federal peer review summary statement date	<b>ON OR AFTER FEBRUARY 1, 2010</b>	Refer to <a href="#">Part II, Chapter 3 B</a> for more information.
Written questions accepted	<b>QUESTIONS MAY BE SUBMITTED ANY TIME AFTER MARCH 15 AND MUST BE RECEIVED BEFORE 5:00 PM EST APRIL 19, 2011</b>	E-mail questions to: <a href="mailto:bcquestions@floridabiomed.com">bcquestions@floridabiomed.com</a>
Answers posted to written questions	Updates will be made frequently to the website while the Call is open. <b>Final updates will be posted on or around April 26, 2011</b>	Find questions and answers at <a href="http://floridabiomed.com/bc_ga.html">http://floridabiomed.com/bc_ga.html</a>
Online applications due	<b>APPLICATIONS MUST BE SUBMITTED BEFORE 5:00 PM EST APRIL 29, 2011</b>	Online applications must be submitted through <a href="http://www.floridabiomed.com">www.floridabiomed.com</a>
Peer review summaries available to applicants online	On or around July 1, 2011	For all eligible and qualified applications, the evaluation report will be available to the applicant by logging in at <a href="http://www.floridabiomed.com">www.floridabiomed.com</a> .
Awards announced	On or around July 1, 2011	Award letters will be E-mailed to the Sponsored Research / Administrative Official and the Principal Investigator.

<p>Regulatory approvals due (if applicable)</p>	<p>Immediately after award notification, grantees should submit all necessary applications to regulatory authorities including, but not limited to, the IACUC, local or institutional IRB, and if necessary the DOH IRB. Project work may not begin until all approvals are provided.</p>	<p>Send scanned signed approvals to: <a href="mailto:bcprogramsupport@floridabiomed.com">bcprogramsupport@floridabiomed.com</a></p> <p>Refer to <a href="#">Part II, Chapter 8</a> for the DOH IRB definition to determine if approval is required for your project. Visit <a href="http://www.flpublichealthethics.net">www.flpublichealthethics.net</a> for DOH IRB instructions and forms.</p>
<p>Grants begin</p>	<p>August 1, 2011</p>	<p>Contingent on verification of all eligibility requirements and regulatory approvals.</p>

Closed

<b>Table 2. ROUND 2 Schedule of Important Dates</b>		
<b>ACTIVITY</b>	<b>DATES</b>	<b>IMPORTANT INFORMATION</b>
Competition opens for online applications	July 15, 2011	Visit <a href="http://www.floridabiomed.com">www.floridabiomed.com</a> and register for access to an online application.
Required federal peer review summary statement date	<b>ON OR AFTER AUGUST 24, 2010</b>	Refer to <a href="#">Part II, Chapter 3 B</a> for more information.
Written questions accepted	<b>QUESTIONS MAY BE SUBMITTED ANY TIME AFTER JULY 15 AND MUST BE RECEIVED BEFORE 5:00 PM EST AUGUST 19, 2011</b>	E-mail questions to: <a href="mailto:bcquestions@floridabiomed.com">bcquestions@floridabiomed.com</a>
Answers posted to written questions	Updates will be made frequently to the website while the Call is open. <b>Final updates will be posted on or around August 26, 2011</b>	Find questions and answers at <a href="http://floridabiomed.com/bc_ga.html">http://floridabiomed.com/bc_ga.html</a>
Online applications due	<b>APPLICATIONS MUST BE SUBMITTED BEFORE 5:00 PM EST August 31, 2011</b>	Online applications must be submitted through <a href="http://www.floridabiomed.com">www.floridabiomed.com</a>
Peer Review summaries available to applicants online	On or around November 1, 2011	For all eligible and qualified applications, the evaluation report will be available to the applicant by logging in at <a href="http://www.floridabiomed.com">www.floridabiomed.com</a> .
Awards announced	On or around November 1, 2011	Award letters will be E-mailed to the Sponsored Research / Administrative Official and the Principal Investigator.

<p>Regulatory approvals due (if applicable)</p>	<p>Immediately after award notification, grantees should submit all necessary applications to regulatory authorities including, but not limited to, the IACUC, local or institutional IRB, and if necessary the DOH IRB. Project work may not begin until all approvals are provided.</p>	<p>Send scanned signed approvals to: <a href="mailto:bcprogramsupport@floridabiomed.com">bcprogramsupport@floridabiomed.com</a></p> <p>Refer to <a href="#">Part II, Chapter 8</a> for the DOH IRB definition to determine if approval is required for your project. Visit <a href="http://www.flpublichealthethics.net">www.flpublichealthethics.net</a> for DOH IRB instructions and forms.</p>
<p>Grants begin</p>	<p>December 1, 2011</p>	<p>Contingent on verification of all eligibility requirements and regulatory approvals.</p>

Closed

<b>Table 3. ROUND 3 Schedule of Important Dates</b>		
<b>ACTIVITY</b>	<b>DATES</b>	<b>IMPORTANT INFORMATION</b>
Competition opens for online applications	November 15, 2011	Visit <a href="http://www.floridabiomed.com">www.floridabiomed.com</a> and register for access to an online application.
Required federal peer review summary statement date	<b>ON OR AFTER DECEMBER 23, 2010</b>	Refer to <a href="#">Part II, Chapter 3 B</a> for more information.
Written questions accepted	<b>QUESTIONS MAY BE SUBMITTED ANY TIME AFTER NOVEMBER 15 AND MUST BE RECEIVED BEFORE 5:00 PM EST DECEMBER 16, 2011</b>	E-mail questions to: <a href="mailto:bcquestions@floridabiomed.com">bcquestions@floridabiomed.com</a>
Answers posted to written questions	Updates will be made frequently to the website while the Call is open. <b>Final updates will be posted on or around December 27, 2011</b>	Find questions and answers at <a href="http://floridabiomed.com/bc_ga.html">http://floridabiomed.com/bc_ga.html</a>
Online applications due	<b>APPLICATIONS MUST BE SUBMITTED BEFORE 5:00 PM EST DECEMBER 30, 2011</b>	Online applications must be submitted through <a href="http://www.floridabiomed.com">www.floridabiomed.com</a>
Peer Review summaries available to applicants online	On or around March 1, 2012	For all eligible and qualified applications, the evaluation report will be available to the applicant by logging in at <a href="http://www.floridabiomed.com">www.floridabiomed.com</a> .
Awards announced	On or around March 1, 2012	Award letters will be E-mailed to the Sponsored Research / Administrative Official and the Principal Investigator.

Regulatory approvals due (if applicable)	Immediately after award notification, grantees should submit all necessary applications to regulatory authorities including, but not limited to, the IACUC, local or institutional IRB, and if necessary the DOH IRB. Project work may not begin until all approvals are provided.	Send scanned signed approvals to: <a href="mailto:bcprogramsupport@floridabiomed.com">bcprogramsupport@floridabiomed.com</a>  Refer to <a href="#">Part II, Chapter 8</a> for the DOH IRB definition to determine if approval is required for your project. Visit <a href="http://www.flpublichealthethics.net">www.flpublichealthethics.net</a> for DOH IRB instructions and forms.
Grants begin	April 1, 2012	Contingent on verification of all eligibility requirements and regulatory approvals.

Closed

## **PART II. ELIGIBILITY AND APPLICATION REQUIREMENTS**

### **1. Cancer-Relatedness**

All applicants must clearly demonstrate how the proposed project is relevant to cancer. **Biomedical and biotechnological research** must address the etiology, pathogenesis, prevention, diagnosis, treatment, and/or cure of cancer. **Social scientific and behavioral** proposals must address the development, implementation, and/or evaluation of existing or novel approaches to cancer prevention, diagnosis, or treatment. Proposals that do not or cannot demonstrate a close relationship with advancing progress toward cures for cancer or endeavor to dramatically improve cancer morbidity and mortality will not be funded.

### **2. Bridge Grant Mechanism Information**

The intent of this grant mechanism is to provide interim support for promising cancer-related investigator-initiated research projects that have been highly rated by national panels of peer reviewers in recent federal competitions but were not funded due to budgetary constraints. Allowable federal competitions include but are not limited to those conducted by the National Institutes of Health, the Department of Defense Congressionally Directed Medical Research Programs, the National Science Foundation, the Agency for Healthcare Research and Quality, the Health Resources and Services Administration, the Centers for Disease Control and Prevention, and the Food and Drug Administration.

#### **A. Application and Award Timeline**

1. Applications for Bridge Grants will be accepted during three specific time frames (referred to as "Rounds") as shown in [Tables 1, 2, and 3 in Part I, Chapter 4](#).
2. For FY 2011-2012, the Program intends to set aside a limited amount of funds for Bridge Grants submitted in response to this Call. Grants will be awarded until all available funds are exhausted. All applications that are fundable but unfunded due to budgetary constraints will be carried forward for up to one year and may be awarded if funds become available.

#### **B. Award Amount and Duration**

1. The maximum award for Bridge Grants is \$200,000 (including direct and indirect costs). In no case will the award amount exceed the level of annual project funding originally sought for direct costs in the Qualifying Federal Proposal, plus 15% indirect costs.
2. Awards are for a period of 12 months.
3. Bridge Grant start dates are dependent on the application submission due date, and will generally begin on the first day of the month following award notification. See [Tables 1, 2, or 3 in Part I, Chapter 4](#) for more information about the Rounds.

4. Bridge Grants are not eligible for subsequent non-competitive continuation support.

### 3. Bridge Eligibility Requirements

#### **A. Eligible Applicants**

The applicant must be an eligible institution.

According to s. 215.5602(5)(a) and s. 381.922(3)(a), *F.S.*, applications for biomedical research funding may be submitted from any university or established research institute in Florida. For the purposes of this program, **eligible institutions** are: state universities, nonpublic institutions, and established research institutes (see the definitions provided in [Part II, Chapter 8](#)).

The applicant organization, in accordance with its own policies and procedures, should designate the Principal Investigator. The Principal Investigator must supervise the project directly and in person. Grant applications from Principal Investigators failing to meet all eligibility requirements will be rejected. The Principal Investigator is the individual designated by the applicant organization to direct the grant project. The Principal Investigator is responsible and accountable to the officials of the applicant organization for the project's scientific and technical direction as well as the proper conduct of the project.

To be eligible as a **Principal Investigator at an eligible institution**, the individual must be a full-time faculty member, or a postdoctoral fellow in his/her final fellowship year, by the application due date. Postdoctoral applicants must be a Full-time Faculty member or equivalent by the grant start date. Temporary faculty members, even though full-time, are not eligible to apply. See Full-time Faculty definition in [Part II, Chapter 8](#).

There are no citizenship or residency requirements to be eligible.

General information regarding the project and specific information about the Principal Investigator and the applicant organization will be collected in the *General Research Information* section of the application. See [Part III, Chapter 2](#) for instructions on completing this section of the application.

#### **B. Additional Application Requirements and Limits**

To be eligible, applicants must have submitted a multi-year investigator-initiated research application to a federal agency (such as an NIH R type) (referred to as a "**Qualifying Federal Proposal**"). K type career development grants are not eligible. The applicant must also have received a peer review **summary statement** dated as specified in [Tables 1, 2 or 3 in Part I, Chapter 4](#) indicating high scientific merit. For purposes of this competition, "**high scientific merit**" is a percentile ranking of 30<sup>th</sup> or better (less) among all scored proposals, or in absence of a percentile ranking an assigned score or rating of 3.0 (30) or lower on a scale of 1.0 to 9.0 (10 to 90), or 2.0 or lower on a scale of 1.0 to 5.0, with 1.0 (10) representing the most favorable rating. Multiple Principal Investigator (MPI) Qualifying Federal Proposals are eligible; however, only one person can be the Principal Investigator on the Bridge proposal.

Projects must be cancer related, and may involve basic science, translational or clinical research, medical devices, bioinformatics, epidemiology, or human behavior. Proposals must demonstrate a clear relationship between the proposed research and the advancement toward prevention, diagnosis, treatment, and/or cure of cancer. See [Part II, Chapter 1](#) for more information.

In cases where a summary statement is not yet available, the Program will accept a screen print of one or more funding agency Web page(s) supporting the peer review rating or priority score for the Qualifying Federal Proposal, as long as the following information is clearly contained in the image(s):

- the name of the federal agency (and institute, if applicable)
- a percentile ranking of 30th or better (less) or in absence of a percentile ranking an assigned score or rating of 3.0 (30) or lower on a scale of 1.0 to 9.0 (10 to 90), or 2.0 or lower on a scale of 1.0 to 5.0, with 1.0 (10) representing the most favorable rating
- a posting date as specified in [Tables 1, 2 or 3 in Part I, Chapter 4](#) for the corresponding round
- a proposal title that exactly matches the title provided for the Qualifying Federal Proposal

If a screen print of the Web page(s) is submitted as evidence of qualifying information, the applicant must submit the summary statement within 30 days of the application due date for the submitted round via E-mail to: [bcprogramsupport@floridabiomed.com](mailto:bcprogramsupport@floridabiomed.com).

If a Bridge Grant is awarded and the grantee is also awarded the highly rated federal grant on which the Bridge Grant is based or is awarded a grant with significant overlap, the Bridge Grant must be relinquished and must terminate no later than the day before the federal grant begins.

If the percent effort of the Principal Investigator to be dedicated to research funded by a Bridge Grant is less than that proposed in the Qualifying Federal Proposal, justification must be provided in the application.

### **C. Guidelines for Florida Biomedical Research Advisory Council Member Participation**

The Florida Biomedical Research Advisory Council (Council) has both statutory and self-imposed restrictions on the participation of its members in Bankhead-Coley Cancer Research Program grants and grant applications. These restrictions are intended to avoid real and perceived conflicts of interest without unfairly penalizing Council Members' institutions and personnel.

Council members **may not**:

- Receive any form of financial compensation from a Bankhead-Coley award
- Participate in any named role on a proposed Bankhead-Coley grant project other than as Mentor to a NIR applicant in cases where no other qualified mentor is available

- Advise applicants regarding the preparation of a specific Bankhead-Coley grant application
- Answer any programmatic questions (eligibility, content of the Calls, competition procedures, etc.) during the active competition (from Call release date until after award notification)

Council members **may**:

- Provide and sign letters of assurance/support or cover pages submitted as part of the application in cases where doing so is part of their official duties at the applicant organization
- Serve as ambassadors for the Program, informing and educating researchers on the general goals of the Program and opportunities for funding offered through the Program

Violations of these restrictions could result in the disqualification of an applicant for this competition. For a list of Advisory Council members, refer to <http://www.floridabiomed.com/council.html>.

#### **D. Duplicate Applications and Overlap Limits**

The Principal Investigator may submit only one Bridge Grant application per round within this Call competition. Previous Bankhead-Coley or James & Esther King Bridge Grant recipients can not apply for another Bridge Grant for the same research project.

The Principal Investigator **shall not**:

- Submit more than one Bridge Grant Application per round within this Call competition
- Submit a Bridge Grant application for the same research project for which they were previously funded as a Bankhead-Coley or James & Esther King Bridge Grant recipient
- Submit the same project more than once during the FY 2011-2012 Bridge Call competition unless the federal scientific merit score and/or percentile has improved
- Submit the same project/research to the Bankhead-Coley Program that is also being submitted by another investigator regardless of the grant mechanism
- Submit duplicate projects or projects with significant scientific or financial overlap to both the James and Esther King Biomedical Research Program and the Bankhead-Coley Cancer Research Program during the same competition year

The Principal Investigator **may**:

- Submit two or more completely different projects at the same time to the two Programs (King and Bankhead-Coley)

Applicants must ensure that their proposed project does not duplicate or significantly **overlap**, scientifically or financially, with other projects in which they or any key personnel are involved. Overlap, whether scientific or financial, or commitment of a project member's effort greater than 100% is prohibited.

Closed

## 4. Required Bridge Grant Application Components

A complete Bridge Grant application package **must** contain all required items listed in [Table 4](#).

### MAXIMUM UPLOADED SINGLE FILE SIZE (Excluding Qualifying Federal Proposal): 3 MB

Proposals exceeding the page limits where specified are subject to truncation to the page limit or may be disqualified without review. All required application forms are available for download within the online application in GrantEase™. **File sizes (except Qualifying Federal Proposal) greater the 3 MB will not upload.** For information on how to reduce file sizes, see [Appendix A](#), or contact technical support via E-mail at [techsupport@floridabiomed.com](mailto:techsupport@floridabiomed.com).

<b>Table 4. Bridge Grant Application Components and Page Limits</b>			
<b>Section</b>	<b>Category</b>	<b>Page Limit</b>	<b>Comment</b>
<b>General Research Information:</b>			
See <a href="#">Part III, Chapter 2</a> for detailed instructions for these sections of the application.			
A*	General Project Information	2	Required. Identifies general project information, the applicant organization, and the Principal Investigator.
B*	General Audience Abstract of the Qualifying Federal Proposal	3500 characters	Required. Explains the proposed project in layman's terms, including its relationship to the goals of the Program.
C*	General Audience Abstract of Proposed Bridge Grant Research	1500 characters	Required. Explains the proposed research in layman's terms, including its relationship to the goals of the Program.
D**	Qualifying Federal Proposal Information	No Limit	Required. A copy of the actual Summary Statement (or screen print) from the federal agency and the complete Qualifying Federal Proposal.
E**	Summary of Proposed Bridge Grant Research Plan	4	Required. Brief scientific description of the specific research that will be performed as a result of a Bridge Grant award, including its relationship to the aims and experiments included in the Qualifying Federal Proposal.

**Table 4. Bridge Grant Application Components and Page Limits**

Section	Category	Page Limit	Comment
F*	Disparate Group	4	Required. This is a yes/no question asking if the proposed research reduces the impact of cancer on disparate group(s) and if so, how.
<p><b>Budget:</b></p> <p>See <a href="#">Appendix B</a> for an example of the form and <a href="#">Part III, Chapter 8</a> for detailed instructions for this section of the application.</p>			
G	Budget	6	Required. The budget must explain the planned spending.
<p><b>Other Documents:</b></p> <p>See <a href="#">Part III, Chapters 9 - 13</a> for detailed instructions for these sections of the application and <a href="#">Appendix C</a>, and <a href="#">D</a> for examples of the forms.</p>			
H	Biographical Sketch	4	Required for the Principal Investigator.
I	Research Milestone Chart	2	Required. See <a href="#">Appendix C</a> for an example form. Provides a high-level overview of the project schedule.
J	Other Support	No Limit	Required. See <a href="#">Appendix D</a> for an example form. All other active and pending awards for the Principal Investigator.
K	Cover/Certification Page – Signed	1	Required. A signed PDF copy must be uploaded.
L	IRB and/or IACUC Approvals	No limit	You may submit an application without necessary IRB or IACUC approvals. Project work may not begin until all approvals are provided.

**Table 4. Bridge Grant Application Components and Page Limits**

Section	Category	Page Limit	Comment
<p>* (Sections A-C, F) Submitted materials are subject to the provisions of Art. I, Sec. 24, <i>Florida Constitution</i> and Chapter 119, <i>F.S.</i>, Florida's public records laws. These laws grant anyone the right to inspect any public record. There are some documents and information that are exempt from the public records laws. <u>Applicants are discouraged from submitting information considered proprietary unless it is deemed by the applicant to be essential for proper evaluation of the application.</u></p> <p>** (Sections D, E) If the application contains information that the applicant believes constitutes trade secrets or proprietary information or is protected by a specific statutory exemption, it should be limited to the Summary of Proposed Bridge Grant Research Plan. The applicant must CLEARLY identify the information with [brackets] and a footnote that specifies the law that makes the document or information exempt from the public records laws. If a public records request is made involving documents with declarations of confidentiality, the Department will notify the applicant so that he/she may defend the claim in circuit court. The Department of Health will not provide legal representation to assert a confidentiality claim when a public record request is made. If the Qualifying Federal Application contains trade secrets or proprietary information that is not already identified in the Federal Application, include a letter as the last page of the uploaded Qualifying Federal Proposal that identifies which sections of the Federal application are confidential.</p>			

## 5. Allowed and Disallowed Costs

The following information explains direct and indirect costs allowed by the Program, as well as disallowed costs. The Budget Form, shown in [Appendix B](#), will be used to establish the official budget for the grant, if awarded. Instructions are located in [Part III, Chapter 8](#) and the Budget Form is provided within the online application for download as a Microsoft Word™ document.

### A. Allowed Direct Costs

Allowed direct cost expenses must be directly related to the project and may include:

- Salaries
- Fringe benefits
- Supplies
- Equipment
- Lab Services
- Domestic travel
- Consultant costs
- Patient-care costs
- Animal-care costs
- Local or other IRB or IACUC fees (if required)
- Department of Health IRB fees (if required)
- Consortium or contractual costs

Administrative costs *may* be included in direct cost categories, but only under two conditions:

- the services, functions, or activities are directly necessary for this grant,  
AND
- these administrative costs have not been included in the calculation of the indirect costs.

The Program does not prohibit administrative costs as part of direct costs, but to be allowable, they must meet both of the above conditions. All direct costs must be specifically and directly related to the project, necessary for the project's completion, and adequately justified. Pay particular attention to these criteria with costs such as copying charges, telephone and Internet charges, maintenance contracts, etc.

### **Maximum Annual Base Salary Calculations:**

The Program will pay a proportional percentage of the base salary (based on effort) of any personnel named on the application for this grant. The **maximum annual base salary** used in calculating these payments must not exceed the Executive Level 1 annual salary rate of the Federal Executive Pay Scale that is in effect as of the application submission date. See [Part II, Chapter 8](#), Definitions, for more information about the Federal Executive Pay Scale. This salary cap excludes fringe benefits, facilities, and administrative (F&A) expenses, and also excludes any income that an individual may be permitted to earn outside of the duties to the applicant institution. This provision is consistent with the NIH salary limitations on grants, cooperative agreements, and contracts.

### **Work Must Occur in Florida:**

It is the intent of the Program that activities funded through the Program, including data analysis, occur in Florida. Ninety percent of work (effort) must occur and 90% of funds must be spent in Florida at the applicant organization and any collaborating entities. Funding for any out-of-state personnel or consulting expenses cannot exceed 10% of the total requested direct costs. This out-of-state limitation does not include lab services, supplies, or equipment.

### **B. Allowed Indirect Costs**

Indirect costs (also referred to as IDC, F&A, or administrative costs) are limited to 15% of the direct costs requested. Indirect costs are those costs that are incurred for the joint or common benefit of several separate organizational or financial components (cost centers) of an organization, which specifically or readily cannot be identified to a particular cost center, project, or program.

### **C. Disallowed Costs**

All direct costs must be specifically and directly related to the project, necessary for the project's completion, and adequately justified. Any other costs are disallowed. Additionally, the following items shall NOT be purchased with grant funds:

- Florida Department of Health personnel
- Construction, renovation, or remodeling
- International travel (including Canada)
- Vehicles
- Entertainment
- Employment subsidies

- Dues/Membership fees
- Meals/Food (other than as part of travel costs)
- Malpractice insurance premiums

## 6. Inquiries and Contacts

### **A. Programmatic Questions About This Call**

This Call for Grant Applications is issued by the Program on behalf of the State of Florida, Department of Health. To ensure that no applicant receives an advantage over any other applicant, employees of the Department of Health and members of the Biomedical Research Advisory Council will not respond to questions regarding this Call for Grant Applications until after all awards are announced. The Lytmos Group, Inc., the Department's contracted agent for managing the Call for Grant Applications, accepting applications, and conducting peer review, is responsible for answering all applicant questions. Applicants and persons acting on their behalf may contact the Lytmos Group in writing via E-mail as indicated below regarding programmatic issues. Applicants who attempt to contact the Department of Health and/or Biomedical Research Advisory Council members regarding this Call for Grant Applications may have their applications disqualified.

To ensure equal access by all applicants to questions and answers, all programmatic questions must be submitted in writing via E-mail to [bcquestions@floridabiomed.com](mailto:bcquestions@floridabiomed.com).

Answers to questions will be available on the Program website, [http://www.floridabiomed.com/bc\\_ga.html](http://www.floridabiomed.com/bc_ga.html). Answers will be posted to the website frequently, as questions are received. Applicants are responsible for checking this website regularly throughout the application, peer review, and award processes for Program announcements.

### **B. Technical Questions About the Online Application**

Direct all questions about the online application process and related issues (e.g. username and password problems) to:

Technical Support  
Lytmos Group  
(816) 347-9449 (phone)  
[techsupport@floridabiomed.com](mailto:techsupport@floridabiomed.com) (E-mail)

**If you experience technical difficulties during the final hours of the competition, please contact technical support immediately for assistance.** The Department recommends that applications be submitted early and that you do not wait until the last day.

## 7. Requirements For Protecting Intellectual Property

Submitted materials are subject to the provisions of Art. I, Sec. 24, Florida Constitution and Chapter 119, *F.S.*, Florida's public records law. These laws grant the right to any person to inspect any public record. There are some documents and information that are exempt from

the public records laws. **All application materials are public record unless the applicant can show how they are exempt.**

Applicants are strongly discouraged from submitting information considered proprietary unless it is deemed by the applicant to be essential for proper evaluation of the application. If the application contains information that the applicant believes constitutes trade secrets, intellectual property, proprietary information, or information protected by a specific statutory exemption, it should be limited to the Proposed Bridge Grant Research Plan. The applicant must CLEARLY identify the information with [brackets] and a footnote that specifies the law that makes the document or information exempt from the public records laws. If the Qualifying Federal Application contains trade secrets or proprietary information that is not already identified in the Federal Application, include a letter as the last page of the uploaded Qualifying Federal Application that identifies which sections of the Federal application are confidential.

If a public records request is made involving documents with declarations of confidentiality, the Department will notify the applicant so that he/she may defend the claim in circuit court. The Department will not provide legal representation to assert a confidentiality claim.

## 8. Definitions

**Collaborator:** An individual involved with the Principal Investigator in the scientific development or execution of the project. These individuals typically devote a specific percent of effort to the project and are identified as key personnel. The collaborator may be employed by, or affiliated with, either the Grantee institution or an institution participating in the project under a consortium or contractual agreement.

**Commercialization:** The process of developing markets and producing and delivering products or services for sale (whether by the originating party or by others). As used by the Program, commercialization includes both government and non-government markets.

**Consortium or Contractual Agreement:** An agreement whereby a project is carried out by the Grantee and one or more other organizations that are separate legal entities. In this arrangement, the Grantee contracts for the performance of a substantial and/or a significant portion of the activities to be conducted under the grant. These agreements typically involve a specific percent of effort from the consortium's Principal Investigator and a breakdown of costs by category, such as personnel, supplies, and other allowable expenses, including indirect costs.

**Consultant:** An individual hired to give professional advice or services for a fee, normally not as an employee of the hiring entity. Consultants may also include firms that provide paid professional advice or services.

**Development:** The systematic application of knowledge toward the production of useful materials, devices, and systems or methods, including design, development, and improvement of prototypes and new processes to meet specific requirements.

**DOH IRB:** DOH IRB refers to the Institutional Review Board operated by the Florida Department of Health. It is independent from any IRB that may have jurisdiction over research performed at the Grantee institution. Per the “Department of Health, Institutional Review Board, Activities Subject to IRB Jurisdiction” policy DOHP 400-1.2, studies funded by the James and Esther King Biomedical Research Program and the Bankhead-Coley Cancer Research Program do NOT require review by the DOH IRB unless the research involves Department of Health clients, personnel, facilities, or data. Note: an application for DOH IRB approval (if applicable) is not required to be submitted until after a project has been awarded. Visit [www.flpublichealthethics.net](http://www.flpublichealthethics.net) for DOH IRB instructions and forms. Note that the DOH IRB has agreements with several eligible institutions in order to simplify the IRB process when dual IRB approvals are required. Check with the DOH IRB for more information.

**Eligible Institution:** Any public university, non-public institution, or established research institute (see specific definitions of each).

**Established Research Institute:** An established research institute eligible for Program funding is an organization that is any Florida nonprofit or foreign nonprofit covered under Chapter 617, F.S., with a physical location in Florida, whose stated purpose and powers are scientific, biomedical or biotechnological research and/or development and is legally registered with the Florida Department of State, Division of Corporations. This includes federal government and non-profit medical and surgical hospitals including Veteran’s Administration hospitals.

**Feasibility:** The practical extent to which a project is capable of being successfully performed within the requested time and for the awarded money.

**Federal Executive Pay Scale, Executive Level 1:** The U.S. Office of Personnel Management establishes executive pay schedules each year normally around the first month of the calendar year. To view the current Executive Level 1 pay scale, visit the website of the U.S. Office of Personnel Management at <http://www.opm.gov/oca/> and search for executive schedule.

**Full-time Equivalent (FTE):** The definition of a Full-time Equivalent must be in accordance with the institution’s policy, used consistently by the institution regardless of the source of support, and may be different in terms of actual months per year or days per week at the applicant institution.

**Full-time Faculty:** Full-time Faculty positions are defined as teaching, clinical, and research appointments carrying classroom teaching, laboratory teaching, clinical teaching or service, or research assignments equal to at least nine months per fiscal year or 0.75 FTE. This includes tenured, tenure-track, and non-tenure track appointments.

**Institutional Base Salary:** The annual compensation that the applicant institution pays for an employee’s appointment, whether that individual’s time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual may be permitted to earn outside of duties to the applicant institution. Base salary may not be increased as a result of replacing institutional salary funds with grant funds.

**Key Personnel:** Key personnel are defined as, and should be limited to, individuals who contribute to the scientific development or execution of the project in a substantive way, whether or not salaries are requested.

**Nonpublic Institutions:** Nonpublic institutions operating under Chapter 1005, *F.S.* are eligible. For the purposes of the Program, any branch campuses, centers, or other affiliates of a nonpublic institution are considered one and the same with that institution. Where the number of applications is limited, the institution and its branch campuses, centers, or other affiliates must coordinate submission(s) in order to comply with the limitation.

**Overlap, Commitment:** Commitment overlap occurs when any project staff has time commitments exceeding 100%. This is the case whether or not the grant includes salary support for the effort. While information on other support is only requested for the Principal Investigator, no individual on the project may have combined commitments in excess of 100%.

**Overlap, Financial:** Financial overlap occurs when duplicate or equivalent budget items (e.g., equipment, salary) are requested in an application but are already funded or provided for by another source.

**Overlap, Scientific:** Scientific overlap occurs when: (1) substantially the same research is funded by two or more different funding sources, or (2) a specific research objective and the research design for accomplishing that objective are the same or closely related in two or more awards, regardless of the funding source.

**Principal Investigator:** The one individual designated by the applicant organization to direct the project to be supported by the grant. The Principal Investigator is responsible and accountable to applicant organization officials for the proper conduct of the project. The Principal Investigator must supervise the project directly and in person.

**Public University:** A public (state) university is defined in s. 1001.60, *F.S.*, except as otherwise specifically provided; as the 11 named public, postsecondary institutions and any branch campuses, centers, or other affiliates of the institution. For purposes of the Program, any branch campuses, centers, or other affiliates of a public university are considered one and the same with that university. Where the number of applications is limited, the university and any branch campuses, centers, or other affiliates must coordinate submission(s) in order to comply with the limitation.

**Qualifying Federal Proposal:** For a Bridge Grant application, this is a multi-year investigator-initiated research application to a federal agency (such as an NIH R type grant application) that has received a peer review summary statement dated as specified [in Tables 1, 2 or 3 in Part I, Chapter 4](#) indicating a high scientific merit. For the purposes of this competition, “high scientific merit” is a percentile ranking of 30<sup>th</sup> or better (less) among all scored proposals, or in absence of a percentile ranking, an assigned score or rating of 3.0 (30) or lower on a scale of 1.0 to 9.0 (10 to 90), or 2.0 or lower on a scale of 1.0 to 5.0, with 1.0 (10) representing the most favorable rating. K type career development grants are not eligible. (See [Part II, Chapter 3](#) for more details).

## **PART III. INSTRUCTIONS FOR APPLICATION PREPARATION AND SUBMISSION**

### **1. General Instructions for Application Submission**

All applications must be prepared and submitted online through the online application system, GrantEase™, accessible from the Program's website, [www.floridabiomed.com](http://www.floridabiomed.com). Paper applications will not be accepted. **Application materials not submitted in the specified manner and in the specified format will be disqualified from competition.**

Required signature pages such as budgets, and letters of support, must be scanned and included in the appropriate section of the application as indicated in the online instructions. Online applications without these pages will be disqualified.

Other documentation and materials such as biographical sketches and other support must be converted to electronic format and placed in the appropriate section of the online application.

Peer reviewers only have access to the online application and do not receive applications in paper format.

#### **A. Technical Assistance**

For technical assistance completing an application (i.e. how to upload a file, username and password problems, etc.), login at the Program website at [www.floridabiomed.com](http://www.floridabiomed.com) and use the Live Help feature or contact the Lytmos Group via E-mail at [bcprogramsupport@floridabiomed.com](mailto:bcprogramsupport@floridabiomed.com) or by phone at (816) 347-9449.

If you have questions regarding interpretation of the Call language or other programmatic questions about the Call, see [Part II, Chapter 6 A](#), for the appropriate process to submit those questions.

#### **B. Online Registration and Application Submission**

**Only applications received through the GrantEase™ online application system will be accepted.**

To complete the online application process:

1. **Applicants must register to access the online application and forms.** Register for an online application at <http://www.floridabiomed.com/login.html> and complete the brief project profile. Information entered into the Registration fields will carry forward to the application and can be modified within the application if needed. Registration will be acknowledged with an E-mail message containing login instructions and a username and password. Everyone, including previous applicants, must register to obtain access to the online application process.
2. Log in at <http://www.floridabiomed.com/login.html>. If you are a new applicant you will be prompted to change the assigned temporary password.

3. Complete the online application form for the appropriate grant mechanism. Field level instructions are in [Part III, Chapters 2 - 13](#) of this document. **Certain sections of the application include downloadable Microsoft Word™ or Excel™ forms to simplify preparation and submission. All forms can be found in the online application by clicking on the Application Form Templates menu link. Do not alter the forms.** Deviations may be grounds for the Program to reject the entire application. Special formatting, scientific notation, pictures, and objects may be included in these documents. However, within the online application form fields such as the Project Title, General Audience Abstract and the Scientific Abstract, use only conventional alphanumeric letters and numbers (i.e., ASCII text) with no drawings, special characters, or symbols.
4. **A login username is intended to be used by one person at a time. Unpredictable results can occur if multiple people are using the same login ID (username) and are updating the application at the same time.**
5. Some forms, such as the Cover/certification page and budget form require signatures. Do not wait until minutes before the deadline to obtain the required signatures. Applications may be disqualified if appropriate signatures are not on required forms or letters.
6. When the Word and Excel forms are completed, convert each file to Adobe Acrobat™ (PDF) format. The conversion to PDF will require access to the full Adobe Acrobat™ software product. This is a separately licensed software product from Adobe, not to be confused with the free Adobe Acrobat Reader™ that is used only to view PDF-formatted documents. Specifications and ordering information for either the full Adobe Acrobat™ software package or an online conversion subscription service can be found at Adobe's website, [www.adobe.com/products/acrobat/main.html](http://www.adobe.com/products/acrobat/main.html). It is the sole responsibility of the applicant to make sure that this conversion to PDF format is completed successfully. The maximum uploaded file size is shown in [Part II, Chapter 4](#). See [Appendix A](#) for tips on how to reduce PDF file sizes.
7. Return to the website to work on the application at any time prior to submission. All required fields and sections must be completed before an application may be submitted. **Once submitted, applications cannot be modified. If an application is accidentally submitted, contact technical support (see [Part III, Chapter 1 A](#)) for assistance.**
8. An application cannot be changed after the submission due date. Errata sheets or replacement files will not be accepted after the application deadline. If an application has been submitted and the applicant wishes to change the submitted application before the deadline, contact technical assistance (identified in [Part III, Chapter 1 A](#)), and the application can be unsubmitted so that the applicant can change and resubmit the application. The change and resubmission must occur before the application deadline as shown in [Part I, Chapter 4](#).

### **C. General Application Guidelines**

1. An application should be written with the care and thoroughness given to manuscripts for publication. Review the application carefully to ensure that information necessary for evaluation is included. The scientific and technical merit of the proposed project is the primary concern for peer review.

2. Read and follow all instructions carefully to avoid delays and misunderstandings. Address each section of the application clearly and precisely.
3. Applications must be legible and in English.
4. The entire text of all documents uploaded into the online application must be single spaced in an easily readable font. Use standard 11-point type for the text, and no less than 10-point type for table figures and legends. Place the Principal Investigator's name (last, first) in the designated space on each page. Margins on all applicant created documents should be at least one inch (excluding required headers and footers). Do not use photo reduction for scanned items. Use black type for all text. The application must contain only materials that, when scanned or converted to PDF format, are clear, sharp, and easy to read.
5. **Observe the character and page number limitations.** A summary of these limitations is given in [Table 4](#). Character limits include spaces. Applicants are encouraged to confirm compliance with this requirement by printing the full application before submission. Applications that exceed the page limits are subject to truncation to the page limit or may be disqualified without review.
6. Before it can be submitted, the application must contain all of the required sections identified in [Table 4](#). Use [Table 4](#) to ensure that a complete application is submitted. Uploaded files should be titled by the categories listed in [Table 4](#) and page numbered within the form. **Appended material may not be used to circumvent the page limits for individual sections of the application.**

## 2. Section A – General Project Information

### Project Information

1. **Title of Project:** Enter the project title. The title you list in your Bridge Grant application must match the Qualifying Federal Proposal title. Note: This exact project name must also appear on all submissions of regulatory approvals such as local IRB approval.
2. **Amount of Grant Funds Requested.**
  - a. **Total Amount of Grant Funds Requested (all eligible years):** Enter the amount of funds (direct and indirect) requested for the life of the grant. The total requested funds cannot exceed the level of annual project funding originally sought for direct costs in the Qualifying Federal Proposal, plus 15% indirect costs. This number should be the same as “Amount of Grant Funds Requested in Year 1.”
  - b. **Amount of Grant Funds Requested in Year 1:** Enter the amount of funds (direct and indirect) requested for the initial 12-month period of the grant.
3. **Type of Project:** Select the grant mechanism for which you are applying (Bridge).

4. **Previous Bankhead-Coley Applicant:** If you have previously been an applicant to the Bankhead-Coley Cancer Research Program, check “Yes,” otherwise check “No.” If you answered “Yes,” indicate the date of the most recent submission.
5. **Research Site:** Indicate the site(s) where the work described in the Research Plan will be conducted, including institution name, city, and state. If there is more than one site, list all the sites and provide an explanation in the Resources section of the application. The first site listed should be the site where most of the work will be conducted.
6. **Human Subjects:** If activities involving human subjects **are not planned at any time** during the proposed project period, check “No.” If activities involving human subjects, whether or not exempt from Federal regulations for the protection of human subjects, **are planned at any time** during the proposed project period, either at the applicant organization, or at any other site or collaborating organization, check “Yes.” If the answer to this question is “Yes,” an additional section in the Online Application will appear called “Human Subjects Used.”
7. **Vertebrate Animals:** If activities involving vertebrate animals **are not planned at any time** during the proposed project period, check “No.” If activities involving vertebrate animals **are planned at any time** during the proposed project period, either at the applicant organization or at any other site or collaborating organization, check “Yes.” If the answer to this question is “Yes,” an additional section in the Online Application will appear called “Vertebrate Animals Used.”
8. **Recombinant DNA Molecules:** If research/project activities involving recombinant DNA molecules **are planned at any time** during the proposed project period, check “Yes,” otherwise check “No.” All research involving recombinant DNA techniques must meet the requirements of the *NIH Guidelines for Research Involving Recombinant DNA Molecules*, including submission of the project for approval, if necessary.
9. **Excluded Peer Reviewers:** List individuals that you wish to exclude from peer reviewing your application. The Program already excludes peer reviewers from the state of Florida so please don't include Florida scientists in your list. List the name and institution or city/state for each individual. Separate each individual with a semicolon. *Entry is limited to 200 characters.*
10. **Stem Cell Research:** If activities involving stem cells **are not planned at any time** during the proposed project period, check “No.” You do not need to complete the next question. If activities involving stem cells, whether or not exempt from Federal regulations for the protection of human subjects, **are planned at any time** during the proposed project period, either at the applicant organization or at any other site or collaborating organization, check the type of stem cell – “Adult,” “Embryonic,” or “Animal.” If the project involves stem cells, please identify the source(s) of stem cells being used and include a very brief description of the relevant research activity. *Entry is limited to 1200 characters.*

### **Research Classification**

In order to receive funding, an application must include a compelling case for its relationship to the prevention, treatment, diagnosis, and/or cure of cancer; however, many types of research may qualify. Please select the research categories that best fit the project work. Choose as many categories as apply.

### **Research Keywords**

Please identify a few scientific keywords (separated by commas) that identify the proposed project. These keywords may be used to match the proposal to qualified peer reviewers. Avoid overly broad terms (e.g. cancer, biochemistry, immunology, etc.) in favor of more descriptive terms that will help to match the application with the best possible reviewers. Define the type/location of a disease (e.g. lung cancer, brain cancer) or the specific research area (e.g. neuroimmunology, allergy, infectious diseases), and provide terminology/techniques that may be unique to your field (e.g. endothelial cells, imaging medical device, radiotherapy, RNA interference, intracellular signal transduction). *Entry is limited to 200 characters.*

### **Principal Investigator Information**

- 1. Name of Principal Investigator:** Name the **one** person responsible at the applicant organization for the scientific and technical direction of this project.
- 2. Suffix:** Indicate the Principal Investigator's degree(s) or credential(s) (e.g., Ph.D., M.D., R.N.). The Principal Investigator will be addressed using this suffix (example: Jane Doe, Ph.D, R.N.).
- 3. Position Title:** Provide the academic or professional title of the Principal Investigator. If more than one title, indicate the one most relevant to the proposed project, such as Professor of Biochemistry, Chief of Surgical Service, et cetera.
- 4. Department or Office, Service, Laboratory, or Equivalent:** Indicate the organizational affiliation of the Principal Investigator, such as Department of Medicine, Materials Research Laboratory, or Social Sciences Institute.
- 5. Institution/Organization:** Select the eligible applicant institution that will be legally and financially responsible for this grant. If the institution is not included in the drop down list, select "other" and enter the institution name.
- 6. Organization Federal ID Number:** Enter the nine-digit federal identification number assigned to the applicant organization by the Internal Revenue Service.
- 7. Applicant Organization Type:** Select the one description from the drop down list that best describes the applicant organization.
- 8. Financial Conflict of Interest:** Does your institution have a Financial Conflict of Interest policy and procedure that is consistent with NIH requirements? Check either "Yes" or "No."

- 9. Mailing Address:** Provide complete and exact information, as it should appear on the mailing label, for postal delivery to the Principal Investigator. Most written communications to the Principal Investigator will use this address. Note: Providing precise mailing information is critical to resolving any problems with your application that might otherwise result in disqualification, and for making timely award notification.
- 10. Courier Address:** Provide complete and exact information, including room number, building identifier and street address, necessary for courier delivery (Ex: Fed Ex). This address will be used for certain written communication. Do not indicate a post office box.
- 11. Telephone Number:** Provide a daytime telephone number (including extension, if applicable) for the Principal Investigator.
- 12. Fax Number:** Provide a fax number (including area code) for the Principal Investigator.
- 13. E-mail Address:** Enter the appropriate electronic mail address for the Principal Investigator.
- 14. U.S. Citizenship:** If the Principal Investigator is a U.S. Citizen check “Yes,” otherwise check “No.” If you are a lawful permanent resident (as demonstrated with evidence of a green card, I-151 or I-155 paperwork) check “Yes” and provide the expiration date from your green card. This information is being collected from all applicants for purposes of statistical analysis and will not be used in award determinations. There are no citizenship requirements to be eligible.
- 15. Full Time Faculty or Equivalent or a Final Year Postdoc Fellow at Florida Institution:** If the Principal Investigator is a full-time faculty member (or full-time faculty equivalent) or a postdoctoral fellow in his/her final year by the application due date (indicated in [Tables 1, 2 or 3 of Part I, Chapter 4](#)) at an eligible institution check “Yes,” otherwise check “No.” (See full-time faculty and eligible institution definitions in [Part II, Chapter 8](#).)
- 16. First Full-time Faculty Appointment:** This information will be used in part to evaluate your eligibility as a new investigator.
  - a. Date:** Specify the date of your first full-time appointment as a university faculty member or an equivalent position at any research institution (regardless of location).
  - b. Institution:** Identify the university or research institution where you first became a full-time faculty member or held an equivalent position (regardless of location). (See full-time faculty definition in [Part II, Chapter 8](#).)
  - c. Title:** Identify the title or position held in your first full-time faculty or equivalent position (regardless of location). (See full-time faculty definition in [Part II, Chapter 8](#).)
- 17. PI or Co-PI on an NIH R-type Grant:** Check either “Yes” or “No,” depending on whether the applicant Principal Investigator has previously served as the Principal Investigator or Co-Principal Investigator on an NIH R-type grant.

### **Principal Investigator Effort Information**

This section of the application consists of online questions about the percent effort of the Principal Investigator

- 1. Total PI percent effort on Qualifying Federal Proposal:** Enter the average percent effort for the Principal Investigator over all years included in the Qualifying Federal Proposal.
- 2. Total PI percent effort proposed for this Bridge application:** Enter the proposed percent effort of the Principal Investigator for the work described in this Bridge Grant application. The entry should match the percent effort included on Bridge Grant Budget Form.
- 3. Change in percent effort:** Identify any difference in effort between the level of effort proposed in the Qualifying Federal Proposal and that planned for the Bridge Grant research.
- 4. Explanation of any difference:** If applicable, explain the rationale for the change in effort. If there is no difference, enter "NA." *Entry is limited to 1200 characters.*

### **Official Signing for Applicant Organization (Sponsored Research Official)**

Provide the name and title of the official authorized to sign on behalf of the applicant organization to certify all statements as true and to authorize all commitments contained within the application, including matching funds if applicable. This is the official who will sign the application cover/certification page. This official would also sign the "Terms and Conditions" (contract) issued by the Program if an award is made. For universities, this is the Sponsored Research Official. Provide complete and exact information as it should appear on a mailing label for postal delivery. Following these fields, also enter complete and exact information necessary for courier delivery, including building identifier, room number, and street address. Do not include a Post Office box number in the courier address. Enter the telephone number (and extension, if applicable), fax number, and E-mail address.

### **3. Section B – General Audience Abstract of the Qualifying Federal Proposal**

Provide a brief description for a general audience of the research proposed in the Qualifying Federal Proposal. This may be an exact replica of the general audience or lay abstract supplied on the Qualifying Federal Proposal; however, since scientific symbols and some special formatting may not display appropriately in the online application sections, please use only conventional alphanumeric letters and numbers with no drawings or symbols. *Entry is limited to 3500 characters.*

## 4. Section C – General Audience Abstract of Proposed Bridge Grant Research

Explain the research proposed to be completed with a Bridge Grant in layman's terms, and help a lay person understand how it may advance progress toward the prevention, diagnosis, treatment, or cure of cancer. **If the application is funded, this description will be used to compile reports and provide information to the Governor, Legislature, and the general public, so make this summary for a general audience as opposed to the scientific community.** Some scientific notations and formatting may not show in the online application sections. Use only conventional alphanumeric letters and numbers with no drawings or symbols for on-line abstracts, project descriptions, or project titles. *Entry is limited to 1500 characters.*

## 5. Section D – Qualifying Federal Proposal Information

### Qualifying Federal Proposal Information

In this section you will submit information about your Qualifying Federal Proposal, including an identification of the Federal competition, evidence of very strong support from a national panel of scientific peer reviewers, and an electronic copy of the proposal itself.

1. **Federal Agency:** Identify the federal agency to which you submitted your Qualifying Federal Proposal. If you chose "other" as an option, enter the specific agency where indicated. If you chose "NIH" as the agency, enter the NIH institute or center where indicated.
2. **Grant Mechanism:** Enter the name of the specific grant mechanism for which you applied, either by name or by numeric code, as described in the agency's proposal solicitation.
3. **Solicitation Number or Name:** Identify the specific solicitation, program announcement, or Call for Applications to which you responded.
4. **Peer Review Results:** It is understood that not all Federal agencies report the outcome of their scientific peer review processes in the same format. However, to assist the Program in interpreting the results of your evaluation as accurately as possible, enter any quantitative or descriptive labels assigned by the agency in the any of the following fields that apply.
  - a. **Ranking** – If available, provide ranking information from the qualifying summary statement.
  - b. **Percentile** – If available, provide the percentile information from the qualifying summary statement. Enter only the number; do not enter the percent sign (%).
  - c. **Score or Rating** – If available, provide the score or rating from the qualifying summary statement.

- d. Summary Statement Date – Provide the date printed on the Peer Review Summary Statement issued by the Federal Agency.

### **Copy of Federal Peer Review Summary Statement**

Upload a PDF copy of the complete Summary Statement or debriefing report provided by the federal agency. This document must confirm the ranking/percentile/score or rating and date entered earlier on this screen. In cases where a Summary Statement is not yet available, the Program will accept a screen print of one or more funding agency Web page(s) supporting the peer review rating or priority score for the Qualifying Federal Proposal, as long as the following information is clearly contained in the image(s):

- the name of the federal agency (and institute, if applicable)
- a percentile ranking of 30th or better (less) among all scored proposals, or in absence of a percentile ranking an assigned score or rating of 3.0 (30) or lower on a scale of 1.0 to 9.0 (10 to 90), or 2.0 or lower on a scale of 1.0 to 5.0, with 1.0 (10) representing the most favorable rating
- a posting date as specified in [Tables 1, 2 or 3 in Part I, Chapter 4](#) for the corresponding round
- a proposal title that exactly matches the title provided for the Qualifying Federal Proposal

If a screen print of the Web page(s) is submitted as evidence of qualifying information, the applicant must submit the summary statement within 30 days of the application due date for the submitted round via E-mail to: [bcprogramsupport@floridabiomed.com](mailto:bcprogramsupport@floridabiomed.com).

### **Qualifying Federal Proposal**

Provide a PDF copy of the **ENTIRE/FULL/COMPLETE** Qualifying Federal Proposal as it was submitted to the Federal agency. No additional data will be accepted. Incomplete Proposals will not be considered for funding.

For large files reduce the size of the file by choosing a lower resolution or higher compression factor when converting the document to PDF format; however, please ensure that the document is still legible. See [Appendix A](#) for tips on reducing files size.

## **6. Section E – Summary of Proposed Bridge Grant Research Plan**

For this section of the application prepare a research plan document offline, convert it to PDF format, and upload it by clicking on the *Core Application Documents* menu link and then clicking the upload button for Bridge Research Plan.

The Summary of Proposed Bridge Grant Research Plan should provide a clear and concise scientific description of the specific research that will be performed as a result of the Bridge Grant award, and note its relationship to the aims and experiments included in the Qualifying Federal Proposal. It is meant to serve as a brief and accurate description of the proposed work when separated from the Qualifying Federal Proposal. *Limit is four pages.*

Although there is flexibility in how you present this information, it should minimally contain:

1. A summary and relevance of the proposed research plan.
2. A summary of the specific aims/experiments that are being proposed for this Bridge Grant.
3. Justification/rationale for the proposed work. This should describe:
  - how the relevant Summary Statement peer review comments from the Qualifying Federal Proposal have been addressed
  - the rationale for proposing the scope/feasibility of the work for the Bridge Grant
  - justifications for any deviations from the original Qualifying Federal Proposal
  - how the selection of proposed experiments will increase the likelihood of follow-on federal funding

## 7. Section F – Disparate Groups

If the proposed research does not help reduce the impact of cancer on disparate groups, check “No;” otherwise check “Yes” and describe the disparate group(s) and how the research will help reduce the impact of cancer on that group(s). Disparate groups include the underserved, minority, elderly, and populations with low income and education levels. *Entry is limited to 1200 characters.*

## 8. Section G – Budget

### **Budget Form Instructions**

Click on the online menu link called *Application Form Templates* to download the Budget Form. Complete all required information and obtain the signature of the designated Administrative Official. It is NOT necessary to obtain a signature from the Department of Health at this time. Specific instructions for completing the form are included below. Once completed, convert the signed document into a single PDF file and upload it into the online application by clicking on the *Core Application Documents* menu link and then clicking the upload button for Budget. *Limit is six pages.*

An example of the Budget Form is included in [Appendix B](#).

The contents of the Budget Form will be used to establish the official budget for the grant, if awarded.

When preparing your proposed budget, consult the guidelines contained in [Part II, Chapter 5](#) for Allowed and Disallowed Costs. Complete the heading information on every page. Leave the DOH Grant ID field blank. This will be used later if the application is awarded.

## **Budget – Page One**

The first page of the Budget Form breaks down the total amount of project costs by budget category. **Each entry must be directly related to the project.** You may find it easier to complete the Budget Narrative/Justification page (page 2) of the Budget Form first.

Complete the heading information. Leave the DOH Grant ID field blank. This will be used later if the application is awarded.

**Personnel:** Describe personnel information as indicated.

**Name:** Starting with the Principal Investigator, list the names of all applicant organization employees who will be involved in the project during the first year of the grant, regardless of whether salary is requested. Include all collaborating investigators, individuals in training, and support staff. Do not include consultants or consortium personnel in this description. Use “TBA” (to be announced) for any necessary positions, other than key personnel, for which an appointment has not yet been made. In cases where an individual’s appointment is divided into academic and summer segments, please explain and provide calculations in the narrative section.

**Role on Project:** Identify the role of each individual.

**Type Appointment (months):** Indicate whether the base salary is a 9-month salary or a 12-month salary.

**Percent Effort on Project:** For each individual or position, list the percent of time to be spent by each person on this project even if no salary is requested. *Percent effort must be greater than or equal to the percent of salary requested.*

**Percent Salary on Project:** For each individual or position, list the percent of base salary requested for this project. *Percent salary requested cannot exceed percent effort on the project.*

**Institution Base Salary:** List the annual base salary (without fringe benefits) for each individual or position. The maximum annual institutional base salary used for calculations for project salary for any personnel named on the application for this grant must not exceed the Executive Level 1 annual salary rate of the Federal Executive Pay Scale that is in effect as of the application submission date. See [Part II, Chapter 8](#), Definitions, for more information about the Federal Executive Pay Scale. This salary cap is exclusive of fringe benefits, facilities and administrative (F&A) expenses, and excludes any income that an individual may be permitted to earn outside of the duties to the applicant organization. This provision is consistent with NIH salary limitations on grants, cooperative agreements, and contracts.

**Salary Requested:** List the total salary requested (without fringe benefits for the total funding period) for each position. *The percent FTE salary support requested cannot exceed the percent of effort on the project.*

**Fringe Benefits:** State the total fringe benefits for each position.

**Total Amount Requested:** List the totals (total salary with fringe benefits for the total funding period) for each individual or position (cannot exceed percent effort).

In the next section of this page, provide the budget amount requested for each category listed. If project income is anticipated, indicate the amount. The budget amounts should match the corresponding budget narrative/justification section.

### **Budget Narrative/Justification**

Provide a narrative justification for each budget category for the project costs by describing why it is needed and how it is related to the project. Where appropriate, include details that show how the estimated cost was calculated. Use additional sheets as necessary.

**Personnel:** Provide the names of all personnel and their roles on the project. Describe their responsibilities on the project. Further explain salary and effort figures from the Personnel Table in the Budget if clarification is needed. In cases where an individual's appointment is divided into academic and summer segments, please explain and provide calculations.

**Consultant Costs:** Provide the names of any consultants, their roles on the project, business location where services will be performed, and the total amount requested. Whether or not costs are involved, provide the names and organizational affiliations of all consultants, other than those involved in consortium/contractual arrangements. Include consultant physicians in connection with patient care and persons who serve on external monitoring boards or advisory committees to the project. Describe the services to be performed. Include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.

**Consortium/Contractual Costs:** List each consortium and/or contractual arrangement, the total dollar amount, business location (city and state), and provide justification. If awarded, each participating consortium/contractual organization may be required to submit a separate detailed budget for the appropriate period at a later date.

Any consortium arrangements may involve personnel costs, supplies, and other allowable costs, including indirect costs. Contractual costs for support services, such as laboratory testing of biological materials, clinical services, or data processing, are occasionally sufficiently high to warrant a similar categorical breakdown of costs.

Consortium indirect costs are limited to 15%. The institution and the consortium/contractor cannot both charge indirect costs on the consortium/contractor direct costs; one or the other may charge indirect costs. Funding for any out-of-state personnel or consulting expenses cannot exceed 10% of the total requested direct costs. This out-of-state limitation does not include lab services, supplies, or equipment.

**Equipment:** List each item separately, with dollar amount, and justify each purchase. Property and equipment are defined as non-expendable, tangible property having a useful life of more than one year. Although there is no specific budget limit for purchasing equipment, excessive equipment budgets will be scrutinized.

**Supplies:** Itemize supplies (with costs) in separate categories, such as glassware, chemicals, radioisotopes, etc. Categories in amounts less than \$1,000 do not have to be itemized. If animals will be purchased, state the species and the number to be used. Note: animal maintenance costs should be included in the Other Expenses category, not Supplies. Although there is no specific budget limit for purchasing supplies, excessive supplies budgets will be scrutinized.

**Travel:** Itemize domestic travel requests and provide justification. Provide the purpose and destination of each trip and the number of individuals for whom funds are requested. Travel of a reasonable amount (\$1,800 per year, per traveler) may be proposed to attend conferences and similar meetings in the scientific field(s) of endeavor. Bridge Grants are limited to two travelers (trips) per year. International travel is not allowed.

**Patient Care Costs:** If inpatient and/or outpatient costs are requested, list them and provide the names of any hospitals and/or clinics and the amounts requested for each. State whether each hospital or clinic has a currently effective DHHS-negotiated research patient care rate agreement, and if not, what basis is used for calculating costs. If the hospital or clinic does not have a DHHS-negotiated rate, a provisional rate can be approved. Indicate, in detail, the basis for estimating costs in this category, including the number of patient days, estimated cost per day, and cost per test or treatment. If both inpatient and outpatient costs are requested, provide information for each separately. If multiple sites will be used, provide detailed information by site.

Include information regarding projected patient accrual for the project/budget periods and relate this information to the budget request for patient care costs. If patient accrual will be lower at the start or during the course of the project, plan budget(s) accordingly.

Provide specific information regarding anticipated sources of other support for patient-care costs, e.g., third-party recovery or pharmaceutical companies. Include any potential or expected utilization of General Clinical Research Centers.

**Other Expenses:** Itemize any other expenses by category and unit cost. These might include animal maintenance (unit care costs and number of care days), patient travel, donor fees, publication costs, computer charges, rentals and leases, equipment maintenance, service contracts, tuition remission, and Department of Health (DOH) IRB fees (if applicable). Provide justification of these costs. All items listed in this category must meet the definition of direct costs.

**Project Income:** If project income is anticipated, provide detailed information and justification.

## 9. Section H – Biographical Sketch

This section must contain the biographical sketch of the Principal Investigator as identified in this application. The Principal Investigator is the individual designated by the applicant organization to direct the project. The biographical sketch must use the current National Institutes of Health biographical sketch format (that includes a personal statement) found at <http://grants1.nih.gov/grants/funding/phs398/phs398.html#forms>. Convert the biographical sketch into a **single** PDF file and upload it into the online application by clicking on the *Core Application Documents* link and then clicking the upload button for Biographical Sketch. *Limit is four pages.*

## 10. Section I – Research Milestone Chart

All applications require a Research Milestone Chart that provides a high-level overview of the anticipated project schedule with references to the major aims, tasks, and experiments planned for the research/project. An example Research Milestone Chart form is located in [Appendix C](#). Instructions are included in the Research Milestone Chart form. An example of a completed form is also included in [Appendix C](#).

Click on the online menu link called *Application Form Templates* to download the Research Milestone Chart Form. Instructions are included in the Milestone Chart form. An example of a completed Milestone Chart is also available for download. Once completed, convert the Microsoft Excel™ document into a single PDF file and upload it into the online application by clicking on the *Core Application Documents* menu link and then clicking the upload button for Research Milestone Chart. *Limit is two pages.*

## 11. Section J – Other Support

Click on the online menu link called *Application Form Templates* to download the required Other Support Form. Include all additional current and pending support (including institutional support such as recruitment packages) for the Principal Investigator. Once completed, convert the document into a single PDF file and upload it into the online application by clicking on the *Core Application Documents* menu link and then clicking the upload button for Other Support. *No page limit.*

See [Appendix D](#) to see an example of the Other Support Form.

Other Support information assists peer reviewers and Program staff in the identification and resolution of potential overlap of support. **Overlap, whether scientific or financial, or commitment of an individual's effort greater than 100%, is not permitted.** The goals in identifying and eliminating overlap are to ensure that sufficient and appropriate levels of effort are committed to the project; that there is no duplication of funding for scientific aims, specific budgetary items, or an individual's level of effort; and that funds not otherwise necessary for the approved project are not included in the award. See [Part II, Chapter 8](#) for definitions of Financial Overlap, Commitment Overlap, and Scientific Overlap.

### Instructions for Other Support Report form fields:

**Principal Investigator:** The Principal Investigator is the individual designated by the applicant organization to direct the project to be supported by the grant.

**Project Title:** Indicate the title of the project being entered for consideration.

**Institution:** Indicate the university or institution.

**Date:** Enter the current date.

**PI Percent Effort on Non-Research Activities (teaching, mentoring, etc.) at the Institution:** Indicate the Principal Investigator's percent effort on non-research activities such as teaching, clinical work, mentoring, or administrative responsibilities at the institution.

### Section A:

The rest of the form consists of as many Section A's as are required to completely report the instances of Other Support for the Principal Investigator. A sample completed Section A is included in the body of the form.

**Name of Key Person:** Name of the key individual associated with the other support being described.

**Role in the Bankhead-Coley Project:** Indicate the role of this person on the Bridge Grant.

**Grant Number:** Enter the code or identifier for the project assigned by the funding organization. If this is a pending proposal, enter N/A.

**Dates of Grant:** Indicate the inclusive dates of the project as approved/proposed. For example, in the case of NIH support, provide the dates of the approved/proposed grant.

**Source:** Identify the agency, institute, foundation, or other organization that is providing the support.

**Total Annual Costs:** In the case of an active project, provide the current year's total budget amount (sum of direct and indirect costs). For a pending project, provide the proposed total budget amount (sum of direct and indirect costs) for the initial budget period.

**Grant Status:** Indicate the status of the award, such as applied for, pending, or active.

**Your Role on this Project:** Identify the role of this person for the other support project being reported.

**Total Annual Direct Costs:** Provide the current year's direct costs. For a pending project, provide the proposed direct cost amount for the initial budget period.

**Percent Effort:** For an active project, provide the level of effort (even if unsalaried) as approved for the current budget period. For a pending project, indicate the level of effort as proposed for the initial budget period. In cases where an individual's appointment is divided into academic and summer segments, indicate the proportion of each devoted to the project.

**This Project PI:** Identify the principal investigator for the other support project being reported.

**Percent Salary:** For an active project, provide the percent of salary paid for the current budget period. For a pending project, indicate the percent of salary as proposed for the initial budget period. In cases where an individual's appointment is divided into academic and summer segments, indicate the proportion of each devoted to the project.

**Title of Project:** Provide the exact title of the funded or proposed "other" project.

**Major Project Goals:** Provide a brief statement of the overall objectives of the project, subproject, or subcontract.

**Overlap Status:** Summarize any potential scientific, financial, or time commitment overlap with active or pending projects and this application. If there is no overlap, state this. Any necessary resolution of overlap due to this application being funded will be arranged with the applicant prior to award.

## 12. Section K – Cover/Certification – Signed Page 1

Click on the *Print Forms* link on the upper right side of the online application, then click the link below the heading "*Application form(s)*" to generate and print a PDF document displaying the information you entered online. Review this information carefully. If you want to make modifications, change your entries within the online application.

The Principal Investigator and designated Organization Official (the individual entered in "Official Signing for Applicant Organization" section of the online application) **MUST** sign the first page of the printed application to show agreement with the listed certifications. **These certifications apply to all information contained on ALL required sections of the application.**

After obtaining the appropriate signatures, scan this first signed page **ONLY** into a PDF formatted document and upload it into the online application by clicking on the *Core Application Documents* menu link and then clicking the upload button for Cover/Certification Page.

## 13. Section L – IRB and IACUC Approvals

### **IRB Assurance Information (Human Subjects Used)**

This section only applies if the research involves the use of human subjects.

1. **Exemption Number:** If human subjects are to be used in your research but an approval exemption applies, enter the exemption number provided by your local IRB, if it is available.
2. **Review Status:** If approval has already been received for the proposed research from your institutional IRB, indicate whether the approval was granted by a full IRB review or an expedited review.
3. **IRB Approval Date:** Enter the date the IRB was approved, if available.
4. **Effective and End Dates:** Enter the dates the IRB approval became effective, as well as the date of its expiration, if available.
5. **Assurance of Compliance:** Identify the compliance number associated with the IRB Assurance, if available.
6. **Department of Health Clients, Employees or Facilities:** Does your project involve Florida Department of Health clients, employees, or facilities? Check either "Yes" or "No."

IRB approvals are not required at the time of application; however, if available please upload the approvals. Convert all IRB approval documents into a single PDF file and upload it into the online application by clicking on the *IRB Approval* upload button. The IRB approval must have the same project title as the application project title and must be signed by the IRB chairperson.

### **IACUC Assurance Information (Vertebrate Animals Used)**

This section only applies if the research involves the use of animal subjects.

1. **Review Status:** Check the appropriate status box for the IACUC approval.
2. **IACUC Approval Date:** Enter the date that Animal Welfare Assurance approval was received, if available.
3. **Assurance of Compliance:** Enter the Animal Welfare Assurance number associated with the IACUC Assurance, if available.
4. **Effective and End Dates:** Enter the dates the IACUC approval became effective, as well as the date of its expiration, if available.

IACUC approvals are not required at the time of application; however, if available please upload the approvals. Convert all IACUC approval documents into a single PDF file and upload it into the online application by clicking on the *IACUC Approval* button. The IACUC approval(s) must have the same project title as the application project title and must be signed by the IACUC chairperson.

## **PART IV. AFTER APPLICATION SUBMISSION**

### **1. Changes to a Submitted Application**

It is the responsibility of the applicant to ensure that a complete application is submitted before the date and time specified in [Tables 1, 2 or 3 in Part I, Chapter 4](#). The Program does not allow submitted application files or data to be replaced or changed after the submission deadline. This decision will help ensure no applicants receive an unfair advantage. Before submitting your application, please check it for completeness, accuracy, quality, and readability. This should include verifying that all graphic elements, including tables, charts, and images, converted properly when saving the original documents in PDF format as required.

If you submit your application and want to change the application before the submission deadline, contact Technical Support (identified in [Part II, Chapter 6 B](#)) for assistance.

### **2. Evaluation of Applications**

The Program will use a multi-step evaluation process before making award determinations for all applications submitted in response to this Call for Grant Applications. The Program will consider the outcome of each of these evaluation steps in making final funding recommendations to the Florida State Surgeon General.

#### **A. Administrative Review**

Application materials not received according to the dates, times, and locations specified in [Tables 1, 2 or 3 in Part I, Chapter 4](#) will be disqualified.

Each application submitted by the deadlines indicated in [Tables 1, 2 or 3 in Part I, Chapter 4](#) will receive an administrative review verifying mandatory eligibility requirements and the completeness of the application. The administrative review does not include review of the overall scientific impact.

Any application failing to meet all administrative requirements may be ruled ineligible for funding in response to this Call for Grant Applications and not entitled to further consideration. However, the Program may peer review ineligible proposals in order to provide feedback to the applicant, which may be useful in competing for future funding opportunities.

The Program reserves the right to disqualify any and all applications or to waive minor irregularities when doing so would be in the best interest of the State of Florida. A minor irregularity is defined as a variation from the specifications of this Call for Grant Applications that does not give any applicant an advantage or benefit not enjoyed by other applicants, does not affect the cost of the application, nor adversely affects the interests of the State. At its option, the Program may correct minor irregularities, but is under no obligation to do so.

## **B. Peer Review**

Program peer reviewers will assess all qualified/eligible applications, and at the discretion of the Program may assess some ineligible/disqualified applications. Peer review panels will be comprised of reviewers with expertise in the substance and methodology of the proposed project. Individual reviewers will review and rate applications without discussion, including assessing cancer-relatedness, examining budget requests, and recommending the level of support necessary to complete the work. Reviewers will be nationally prominent individuals drawn from various sectors in the life sciences including universities, government agencies, and industry. Reviewers will be located outside of Florida and will not be associated with any Florida-based public or private entity working in the life sciences. Before being granted access to proposals, every reviewer will be required to accept the terms of a Confidential Nondisclosure Agreement and will receive instructions on the avoidance of conflict-of-interest. Reviewers will receive honoraria for their participation and are expected to set a high standard for scientific excellence. The number and composition of peer review panels will be determined by the number and scientific range of applications received.

### **Overall Impact Score:**

Qualified/eligible applications will be assigned to three independent peer reviewers. Each reviewer will submit his or her independent ratings and comments online to the Lytmos Group. During the evaluation process, reviewers will not be able to see comments and scores by the other reviewers assigned to the same application, and will not be able to see applications assigned to other reviewers.

Peer reviewers will not re-assess the overall scientific merit of the research described in the Qualifying Federal Proposal; however, three independent scientists will evaluate each application for the feasibility of the proposed Bridge Grant research plan.

All peer reviews will be complete by the Round dates and times shown in [Tables 1, 2 or 3 in Part I, Chapter 4](#), after which time the reviewers will be able to see only the final evaluation reports for the applications they evaluated.

### **Other Review Considerations:**

Reviewer concerns regarding protection of human and/or animal subjects will be considered.

Separately, peer reviewers will rate the relationship of the project to the advancement toward prevention, diagnosis, treatment, and/or cure of cancer. Peer reviewers will be asked the question "Has the applicant made a compelling case for a strong cancer relationship?" Cancer-relatedness will be rated using a five-point scale: (1) Definitely, (2) Yes, minor reservations, (3) Somewhat, (4) Minimally, and (5) Not at all. The cancer-relatedness ratings of all reviewers will be averaged to determine the overall score for cancer-relatedness.

Peer reviewers will also identify any concerns regarding the proposed budget or apparent scientific or budgetary overlap with active or pending support.

Peer reviewers only have access to the online application and do not receive applications in paper format.

Questions that will be used by the peer reviewers are available on the Program website at [http://www.floridabiomed.com/bc\\_call](http://www.floridabiomed.com/bc_call).

### **C. Programmatic Review**

The Department and the Florida Biomedical Research Advisory Council will consider the Program federal peer review scores/rankings and Program scores regarding cancer-relatedness in a manner that is blind to investigator and institutional identities. Other programmatic interests, such as the balance of support among grant mechanisms, the availability of funds, and Program goals and preferences, will be used to form a funding recommendation to the State Surgeon General. Applications with a high overall impact may be excluded from the list of recommended projects for programmatic reasons including the relevance of the research to cancer. (See [Part II, Chapter 1](#) for Cancer-relatedness description.)

### **D. Evaluation Reports**

For all eligible and qualified applications, the evaluation report will be available online to the applicant on or around the dates indicated in [Tables 1, 2 or 3 in Part I, Chapter 4](#) depending on the submission Round. To access the evaluation report, the applicant must log in at [www.floridabiomed.com](http://www.floridabiomed.com) using the same log in username and password used for the application process.

## **3. Notification of Funding Decision**

The applicant organization and Principal Investigators will receive written notification of the funding decisions. Applications deemed fundable but not awarded due to budget limitations will remain active for one year from the date of submission. The Program may fund these applications if monies become available. Prior to making an award decision, the Department may ask applicants to update and verify their application. This additional information shall in no way alter or extend the one-year criterion.

## **4. Requests for ReConsideration**

All funding decisions of the State Surgeon General are final. After receiving the peer review report, the applicant may request a reconsideration by submitting a written statement outlining the substantive concern(s) and basis for the request. This written statement must be submitted by E-mail to [bcprogramsupport@floridabiomed.com](mailto:bcprogramsupport@floridabiomed.com) no later than five business days after notification of the availability of the evaluation report.

A subcommittee of the Florida Biomedical Research Advisory Council (with the exception of recused members from the applicant's institution) will consider the merits of the complaint, and when warranted by apparent deficiencies in the peer review, may order a reconsideration. The Program will provide a written response to the Principal Investigator containing the outcome of this process.

If the application is granted a reconsideration, the new peer review scores will be used to reposition it in the rank-ordered list of all unfunded applications. Based on the new peer review scores and availability of funds, the application will be classified either as funded, fundable but unfunded, or unfundable. Note that while a reconsideration may lead to funding, it could also result in a lower ranking. Reconsideration results are final.

## 5. Grantee Requirements

### **A. Terms and Conditions**

After awards are made, each grantee must sign a contract, called the “Terms and Conditions,” agreeing to certain legal requirements of the award. An example of the “Terms and Conditions” is located on the Program website and can be accessed by clicking on the following link: Terms and Conditions ([http://www.floridabiomed.com/bc\\_call](http://www.floridabiomed.com/bc_call)). The “Terms and Conditions” are non-negotiable and acceptance is required as part of the grant award process. The Program reserves the right to change or modify the “Terms and Conditions” as needed. The “Terms and Conditions” include the post-award schedule of deliverables.

### **B. Grantee Reporting Requirements**

If the applicant’s proposal is funded, the Grantee must commit to and show proof of resubmitting a federal proposal directly related to research described in the Qualifying Federal Proposal before the end of the grant period.

If the applicant’s proposal is funded, the Grantee must respond to Program requests for information for a period of five (5) years after the end of the grant period, including any no cost extensions. The requested information may include long-term outcomes based on the funded project, including the value of additional grant awards for cancer-related research, a list of cancer-related presentations, a list of cancer-related publications in peer-reviewed journals, commercialization results and any invention disclosures, patent filings, patents received, et cetera.

Refer to the Program website at [http://www.floridabiomed.com/bc\\_call](http://www.floridabiomed.com/bc_call) to review the “Terms and Conditions,” which includes the full post-award deliverable schedule.

### **C. Open Innovation and Sharing of Publication-Related Materials, Data, and Software**

Publishing a scientific paper is a transaction whereby the author(s) receive credit and status in exchange for sharing their scientific findings. Authors have a responsibility to make available materials, databases, and software integral to their findings so that others may validate or refute the results and/or extend them in new directions. Grantees funded through this Program are encouraged to use materials transfer agreements to make materials, data and databases, and software that result from this funding and which is integral to their research findings, freely and promptly available upon request for research use by other scientists.

In accord with the National Institutes of Health notice NOT-OD-08-033, Grantees shall submit or have submitted for them to the National Library of Medicine’s PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication, in a manner consistent with copyright law. This applies to all publications resulting from Program funded projects/research. For more information on the NIH Open Access Policy visit <http://publicaccess.nih.gov/>.

## APPENDIX A. REDUCING PDF FILE SIZES

Below are some tips on reducing file sizes to meet Program application file size limitations.

- a. Compress images in the original Microsoft Word™ file before converting to PDF.

Embedded high-resolution images often lead to very large file sizes when a document is converted to PDF. To reduce file sizes prior to conversion, while in Microsoft Word™:

- Right click on the image and select “Format Picture.”
- Select the “Compress” button.
- Select “Apply to > All pictures in document” and “Change resolution > Web/Screen.” Click “OK.”

Check key images to make sure they are still clear enough for reviewers to interpret as they read your proposal. If not, Choose “Undo Compress Pictures” or selectively reinsert images at the lowest possible clear resolution, and use one or more of the next options for managing the overall size of your file.

- b. Compress a PDF file with Reduce File Size

Reduce the PDF file size with the “Reduce File Size” feature in Adobe Acrobat™. After completing this step make sure the file is still readable and includes everything intended.

- In Adobe Acrobat™, go to “File > Reduce File Size.” or go to “File > Save As > Reduced Size PDF.”

Note: This function may be under a different menu option depending on the version of Adobe Acrobat™.

- c. Reduce PDF file size with ‘Save As’ rather than ‘Save’

Saving PDF files adds incremental updates to the original document, meaning any changes that you make to a document are appended to the end of the file without doing a complete rewrite. This is why the Save feature is much faster than a Save As, and also why PDF files saved this way can become very large. The Save As feature will rewrite the entire file and provide you with a smaller file size.

- In Adobe Acrobat™, go to “File > Save As.”

- d. Re-create the PDF to reduce PDF file size

A method of reducing PDF file size is to re-create the PDF by removing many unwanted objects, removing tags, and further compressing images. Any tool that supports ‘print to PDF’ functionality will allow this. Once again, check the clarity of key images to make sure they still add value to the proposal.

- e. Remove unwanted objects

For the greatest control of objects that are removed in the conversion process, such as bookmarks, links, annotations, form fields, JavaScript, Named Destinations, and embedded fonts, use optimizing features within the PDF software. After completing this step make sure the file is still readable and includes everything intended.

- In Adobe Acrobat™, go to “Advanced > PDF Optimizer,” or go to “File > Save As > PDF Optimizer,” choose the objects to remove, and click “OK.”

Closed

## APPENDIX B. BUDGET FORM



### Bankhead-Coley Cancer Research Program Application Budget Form for Bridge

PI Name: \_\_\_\_\_ DOH Grant ID: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Time Period From: \_\_\_\_\_ To: \_\_\_\_\_

PERSONNEL (Applicant organization only)		TYPE APPT. (provide)	% EFFORT ON PROJECT	% SALARY REQUESTED	INST. BASE SALARY	DOLLAR AMOUNT REQUESTED (omit cents)		
NAME	ROLE ON PROJECT <small>Principal Investigator</small>					SALARY REQUESTED	FRINGE BENEFITS	AMOUNT REQUESTED
<b>TOTALS - PERSONNEL</b>								

		AMOUNT REQUESTED
CONSULTANT COSTS		
CONSORTIUM CONTRACTUAL COSTS		
EQUIPMENT		
SUPPLIES		
TRAVEL		
PATIENT CARE COSTS	INPATIENT	
	OUTPATIENT	
OTHER EXPENSES		
<b>TOTAL DIRECT COSTS</b>		
INDIRECT COSTS (limited to 15% of direct costs)		
<b>TOTAL AMOUNT REQUESTED</b>		
PROJECT INCOME (omitted to comply)		

\_\_\_\_\_  
Signature, Director, Sponsored Research

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved DOH Program Administrator

\_\_\_\_\_  
Date

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**PI Name:** \_\_\_\_\_

*Justify each entry by describing how it is related to the project. Where appropriate, include details that show how the estimated cost was calculated. Use additional sheets as necessary.*

**Personnel**

**Consultant Costs**

**Consortium/Contractual Costs**

**Equipment**

**Supplies**

**Travel**

**Patient Care Costs**

**Other Expenses**

**Project Income**

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## APPENDIX C. RESEARCH MILESTONE CHART FORM



### Bankhead-Coley Cancer Research Program Research Milestone Chart

Example Form Only - Do Not Use

DOH Grant ID:		Status Date:												
Principal Investigator:														
Project Title:														
<p><b>Form Purpose:</b> The purpose of this form is to show a relative progression of research that will allow program management the ability to assess progress at regular intervals. Information provided should be specific to the aims described in the approved application adjusted for minor changes identified by program staff or peer reviewers. This form should be updated and submitted with each progress report.</p> <p><b>Instructions:</b> Leave DOH Grant ID blank if you are an applicant. List each project aim and subtask/experiment as well as other major activities. Identify the duration of the task in months or days in column B. The completion percentage in column C will be calculated based on information input in the actual completion percentages in each quarter. Place the original planned percentage in the planned column of each quarter that you plan to perform that task. Place the actual/percent complete in the actual column for each quarter. Note: Q1 is the first quarter of your grant (e.g. July - Sept. If your start date is Jan. - 1). Add additional rows as needed. For TST and SPORE projects, add more rows to complete a separate chart for each project and core. For projects with Clinical Studies, complete the Clinical Studies section toward the bottom of the form. Indicate the total number of subjects planned in the required study in column B. Identify the current actual number of subjects/participants in column C. Indicate the planned and actual number of subjects for each quarter.</p>														
A	B	C	Year 1				Year 2				Year 3			
Aim/Task/Experiment ▼	Estimate Duration for each task	Percent Complete	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
		0%												
		0%												
		0%												
		0%												
		0%												
		0%												
		0%												
		0%												
		0%												
		0%												
		0%												
		0%												
		0%												
Add additional rows as needed.														
A	B	C	Year 1				Year 2				Year 3			
Clinical Studies	Planned Total Required for Study	Actual Participants	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
	0	0												
	0	0												
	0	0												
	0	0												
	0	0												
	0	0												
	0	0												
	0	0												
	0	0												



## APPENDIX D. OTHER SUPPORT FORM

Bankhead-Coley Cancer Research Program		Other Support Update	
DOH Grant ID: <input type="text"/>		Date: <input type="text"/>	
Principal Investigator(s): <input type="text"/>			
Project Title: <input type="text"/>			
Institution: <input type="text"/>			
PI Percent Effort on Non-Research Activities (teaching, mentoring, etc.) at the Institution: <input type="text"/>			
Provide the following information on all active or pending sources of support for research activities for the Principal Investigator, and Mentor/Sponsor (if applicable for grant), using the format indicated here. Repeat Section A for each person and other support. In the overlap status section, address potential financial overlap, scientific overlap and/or effort overlap. Add continuation pages as needed.			
SAMPLE			
Section A			
Name Of J&E King Key Personnel:	Doe, Jane	Role in the J&E King Project:	PI
Grant Number:	R01 HL 00213-10	Date of Grant:	1/1/2007 – 6/30/2009
Source:	NIH/NHLBI	Total Annual Costs:	\$185,000
Grant Status:	Active	Total Annual Direct Costs:	\$150,000
Your Role on this Project:	PI	Percent Effort:	30%
This Project PI:	Doe, Jane	Percent Salary:	30%
Title of Project:	Chloride and Sodium Transport in Airway Epithelial Cells		
Major Project Goals:	The major goals of this project are to define the biochemistry of chloride and sodium transports in airway epithelial cells and clone the genes involved in transport.		
Overlap Status:	There is scientific overlap between King's application and Esther King application under consideration and aim 3 of this NIH grant.		
ENTRY FORM			
Section A			
Name Of J&E King Key Personnel:	<input type="text"/>	Role in The James & Esther King Project:	<input type="text"/>
Grant Number:	<input type="text"/>	Date of Grant:	<input type="text"/>
Source:	<input type="text"/>	Total Annual Costs:	<input type="text"/>
Grant Status:	<input type="text"/>	Total Annual Direct Costs:	<input type="text"/>
Your Role on this Project:	<input type="text"/>	Percent Effort:	<input type="text"/>
This Project PI:	<input type="text"/>	Percent Salary:	<input type="text"/>
Title of Project:	<input type="text"/>		
Major Project Goals:	<input type="text"/>		
Overlap Status:	<input type="text"/>		
Section A			
Name Of J&E King Key Personnel:	<input type="text"/>	Role in The James & Esther King Project:	<input type="text"/>
Grant Number:	<input type="text"/>	Date of Grant:	<input type="text"/>
Source:	<input type="text"/>	Total Annual Costs:	<input type="text"/>
Grant Status:	<input type="text"/>	Total Annual Direct Costs:	<input type="text"/>

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