

# Policies and Procedures for Team Science Grants (TSG)

Supported by  
Simmons Cancer Institute at SIU

## TSG Award Goals and Scope

The Simmons Cancer Institute at SIU (SCI) is seeking to fund proposals led by clinician-basic scientist teams that focus on translational cancer research. The main objective of the awards is to stimulate novel research programs that complement the SCI cancer research mission. Clinicians will be required to play an active role in the proposed research. It is envisioned that a clinician and a basic scientist, both with major interest in cancer research, will pair to create a TEAM leading an innovative research project that is TRANSLATIONAL in nature. Research results obtained through this award are expected to be published in peer-reviewed journals and used as preliminary data in competing for extramural funding. Successful recipients of the TSG awards are expected to become nationally recognized leaders of innovative translational cancer research that leads to improved cancer patient care.

## Award Information

- Two TSG awards will be funded contingent upon quality of applications and availability of SCI research funds.
- Duration of the award is 2 years and each applicant can request up to **\$50,000** per year.
- The second year of funding is subject to submission of a **Progress Report** 30 days prior to the end of the first year and acceptable progress on the specific aims. Progress will be determined by an independent review committee.
- Full approval of the report by the SCI selection committee is required prior to the second year funding.

## Eligibility Criteria

- Cancer-orientated clinicians and discovery scientists from the SIU Springfield and Carbondale campuses holding an M.D., Ph.D. or M.D./Ph.D. degree are eligible.
- The applicants must be members of the SCI.
- Principal investigators of currently active TSG awards cannot serve as PI on new applications.
- Co-PI and other team members of currently active TSG awards are not eligible to apply for new award unless the application is clearly different in scope and topic.
- The grant of a previous award must have expired at least one year before a new and significantly different proposal can be submitted by the same team.
- Final eligibility decisions will be made by the Director of Basic and Translational Research and/or Executive Director of the SCI.

## Selection Committee

- The internal SCI selection committee will consist of the Director of Basic and Translational Research at SCI as Chair, 2-3 representatives of cancer clinical and basic science researchers, and a designee of the Executive Committee of SCI (typically the Executive Director).
- The members of the TSG award selection committee will be ineligible for awards that cycle.
- Should SCI administrative personnel submit applications, then alternative committee members will be recruited to administer the review process (for example: the ADR, GRC Chair).
- Scores will be based on an NIH scale and all applications will be ranked, discussed, and the top two applications will be funded.

## **Fund Allocation**

If the number of meritorious applications exceeds the available funds, the committee will have the option to reduce the submitted budget of some or all funded applications. If the number of meritorious applications is less than the available funds, the committee will not fund less qualified applications and may instead decide to carry the funds over into the next year.

## **Full Application Process and Contents:**

### **1. Letter of Intent (due ~mid March).**

- Letter of intent (LOI) needs to include: the names of all key personnel, a brief overview of the project including specific aims, significance and research plan of the application.
- Attestation that the personnel and scope of the intended application meets eligibility criteria for TSG must be included.
- LOI should be due approximately 5-6 weeks before the full application due date. This will allow internal confirmation committee to *administratively* pre-review the submitted proposals to verify the eligibility (TSG concept, scope, overlap, etc.) of the applicants.
- The LOI is not binding for submission of a full application.

### **2. Full Application (due ~mid/end of April).**

- A completed **TSG Application cover sheet** signed by Principal Investigator (PI), co-PI and collaborators.
- A statement explaining the **Translational Potential and Plans for Future External Funding** of this award (1 page limit).
- **Budget Specifics.** **Budget form page** (1 page) and a **Budget Justification** (1 page) detailing proposal expenditures and justification for covering personnel and commodities. The award will not cover the cost of equipment greater than \$2,000; publication and service/contractual fees are allowed. Personnel costs are not subject to fringe benefits and the grant is not subject to indirect costs.
- A 1-page **Other Support** page detailing overlap with other funded projects and any past SCI funding is required to monitor overlap or simple continuation of currently funded projects.
- **NIH Biosketches** of the key personnel including PI, co-PI, collaborators, residents and fellows.
- **Research Plan narrative** containing the following sections: Specific Aims and Hypothesis (**1 pg. limit**), Research Strategy Section (**six pages limit**) with subheadings of Significance, Innovation, Preliminary Data (if any), Research Design, and References. The list of references is excluded from the six page limit and should sufficiently support the text, but does not need to be exhaustive. The proposal should be modeled after NIH guidelines.
- Applicants must provide a **list of six experts** in fields directly relevant to the main topic of the study who can serve as **external reviewers** of the proposal. The internal review committee will *administratively* pre-review the submitted proposals to verify eligibility and select reviewers from the six suggested external reviewers. Suggested reviewers cannot be collaborators or co-authors in any of the applicants' projects and publications for the past 5 years. Reviews will be modeled after NIH guidelines and format. It is the responsibility of the principal investigator to verify that reviewers are willing and available to review their proposal during the period May-June. It is also the PI's responsibility to ensure that a correct mailing address, phone number and current email are submitted. Reviewers **MUST** be USA/Canada based.

## **Format:**

Use Arial 11-point (or larger) font with at least half-inch margins throughout the application. The LOI and all application form pages are available from Theresa Casson ([tcasson@siumed.edu](mailto:tcasson@siumed.edu)) and will be

made available online through the SCI webpage. Completed applications are submitted as a single, collated PDF document directly to Theresa Casson.

**Inquiries about the TSG Award**

Inquiries should be emailed to Dr. Torry (dtorry@siumed.edu), Director for Basic and Translational Research at SCI, or to his secretarial assistant, Ms. Theresa Casson ([tcasson@siumed.edu](mailto:tcasson@siumed.edu)).

Document History:

First Draft 3/20/2015 (DST)

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Revised 1/23/2018 (DST)

LETTER OF INTENT

2018 Team Science Grant (TSG) Proposal

Supported by Simmons Cancer Institute at SIU  
**Deadline: Friday, March 16, 2018 by 4:30 p.m.**

**Applicants' Information:**

**Principal Investigator:** \_\_\_\_\_  
Academic Degree (MD, PhD): \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Co-Principal Investigator:** \_\_\_\_\_  
Academic Degree (MD, PhD): \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Collaborators (if applicable, add as needed):** \_\_\_\_\_  
Academic Degree (MD, PhD): \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Check boxes to attest:**

<input type="checkbox"/>	SCI Team Scientist Grant (TSG)	Submission of TSG application affirms that PI/Co-PI/collaborator(s): meet eligibility criteria for funding, understand that one aspect of evaluation is potential to secure future external funding for the project, and acknowledge that a requirement of the award is application(s) to secure external funding within one year of completing the TSG award.
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<input type="checkbox"/>	Previous TSG Funding	The spirit of TSG funding is to foster new research teams and/or new research avenues. A previously TSG-funded team may submit a new application only if it is significantly different from previously funded TSG projects. If any team members have been co-funded before, include the specific aims of the previous grant and clearly define the novelty of the current LOI project (use a separate page; 1 page limit).
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Please email LOI to Theresa Casson [tcasson@siumed.edu] prior to deadline.  
If you have any questions, please call 217-545-2220.

## Title of Proposal

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Brief Summary of the Project (max 500 words) including Background, Significance, Hypothesis, Specific Aims, and Design

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If you have any questions, please call 217-545-2220.