

CARRA Grant Submission Form (you will be asked to provide all information below via our electronic submission system)



Proposal Submission Date:

Application type:

- Small grant
- Large grant
- Fellow Small Grant
- Publication Support Grant

Project Title:

Total Budget Requested (details to be provided in budget and justification): \$_____

Principal Investigator Name (first name, last name, degree):

Institution/Study Site:

Email:

Preferred Contact Phone Number:

Type: Mobile Work

Check all that apply:

- First CARRA Grant Submission
- Received prior grant funding (check all funding sources that apply):
 - CARRA
 - NIH K grant
 - NIH R grant
 - AF
 - Other. Specify organization(s):
- Early Investigator (Within 7 years of completion of rheumatology fellowship training and at the rank of Instructor or Assistant Professor (or equivalent at your institution) but no higher)
- Fellow

Co-Investigators

First name, last name, degree:	Institution:
1	
2	
3	
4	

Other Key Personnel

First name, last name, degree:	Institution	Role

Reviewer Conflicts

Not including the study personnel mentioned above, are there other persons who might have conflicts should they be chosen to review your proposal?

- No
- Yes. Please list member name(s) and describe the conflict(s):

Please select all that apply to your project:

- JDM
- JIA
- Pain
- SLE
- SVARD (if yes, specify disease:_____)
- Basic Science Research
- Clinical Trial
- Translational Research
- Utilization of CARRA Registry
- Collaboration with more than one CARRA site

Application Includes:

- Abstract (300 word max)
- 2-3 sentence lay summary of your project
- Specific aims (1 page) and research plan (3 page limit for publications support, small, and fellows grants; 5 page limit for large grants) (use CARRA template provided)
- References (no page limit)
- Budget and justification (no page limit, use CARRA template provided)
- NIH-formatted biosketches for PI and all co-Is (4 page limit per biosketch)
- Letters of support
 - Required for budgets that include investigator effort (include letter from division chief documenting that % effort is available, and confirming investigator salary).
 - Letters of support from collaborators, mentors and institution for all other applications are highly recommended

Project Abstract		300 word max
Project Lay Summary		2-3 sentences that provide a brief summary of your project.
Specific Aims (1 page)		<ul style="list-style-type: none"> • Relate aims of project to CARRA's mission and vision • This does not count toward page limit.
Research Plan (3 page limit for small, publication support and fellows grants; 5 page limit for large grants)	Background	<ul style="list-style-type: none"> • Establish current status of the field/significance of problem • Reference and discuss work of experts in the field • Indicate how project will advance knowledge in the field • Discuss prior work, if applicable. <p><i>For Publication Support Grants:</i></p> <ul style="list-style-type: none"> • Briefly describe study and what data have been collected (provide complete details in methods/activities section) • Note any collaborations and previous funding • Briefly justify why funds are needed
	Impact & Significance	<p>Describe impact and wider implications of project. Specifically discuss address the following:</p> <ul style="list-style-type: none"> • How does this project leverage the CARRA network? • How does this project positively impact the pediatric rheumatology scientific community? • How will this project advance CARRA's mission?
	Methods/ Activities	<p>Describe/Include the following:</p> <ul style="list-style-type: none"> • Study population • Study design • Sample size • Study sites • Study schedule • Primary and secondary outcomes • Thoroughly describe project activities and feasibility • Methods for solving the problem and possible pitfalls • Timeline for project activities
	Analysis and Statistical Plan	<ul style="list-style-type: none"> • Describe qualitative and quantitative analysis plan for project • Provide justification for sample size
	Environment	<ul style="list-style-type: none"> • Include description of scientific environment, institutional support, physical and other resources available to complete the project

	Dissemination & Data Sharing Plan	<ul style="list-style-type: none"> • Present a plan for sharing results of project through a variety of mediums • Describe how/when you will share data sets with CARRA to be available for future research
	Sustainability Plan	<ul style="list-style-type: none"> • Present a plan for continuing project beyond period of award and future funding plans, if applicable
References		<ul style="list-style-type: none"> • This does not count toward page limit
Budget and Justification		<p>Provide justification of expenses using CARRA Grant Budget and Justification form (separate attachment)</p> <ul style="list-style-type: none"> • CARRA will allow up to 8% F&A (indirect) costs which must be incorporated into the project budget • If indirect costs are requested, total costs for this project must not exceed the advertised amount for your award (\$25,000 for Small and Fellows Grants, \$50,000 for Large Grants, and \$10,000 for Publication Support Grants) • This does not count toward page limit
Biographical Sketches		<p>Include NIH-Formatted Biosketches (4-page max for each) for the principal investigator and all co-investigators</p>
Letter(s) of Support		<ul style="list-style-type: none"> • Required for budgets that include investigator effort <ul style="list-style-type: none"> ○ Include letter from division chief documenting that % effort is available, and confirming investigator salary • Letters of support from collaborators, mentors and institution for all other applications are highly recommended

Investigator Last Name, First Name:	
Project Title:	



CARRA Grant Budget and Justification Template

Instructions:

- Insert your name and project title in the header of this document prior to proceeding.
- Provide category budget total in the table below along with the budget justification detail in each section below.
- CARRA will allow up to 8% F&A (indirect) costs which must be incorporated into the project budget below. If indirect costs are requested, total costs for this project must not exceed the advertised amount for your award (\$25,000 for small grants and small fellow grants, \$50,000 for large grants, and \$10,000 for Publications Support Grants).
- Poster printing and publication costs are not allowed

BUDGET CATEGORY	BUDGET
PERSONNEL: <i>Cost for analyst (included benefits)</i>	
CONSULTANT COSTS	
EQUIPMENT: Statistical software purchase	
SUPPLIES	
TRAVEL	
OTHER EXPENSES:	
TOTAL DIRECT COSTS	
Indirects (up to 8% of direct costs)	
TOTAL PROJECT COSTS	

Investigator Last Name, First Name:	
Project Title:	

Budget Justification:

PERSONNEL

- Letters of support are required for budgets that include investigator effort (include letter from division chief documenting that % effort is available, and confirming investigator salary).
- Total costs salary support must not exceed 50% of total project costs.
- Starting with the Principal Investigator(s) (PI(s)), provide the information below for all applicant organization employees who are involved on the project during the budget period, regardless of whether a salary is requested. Include all collaborating investigators, individuals in training, and support staff.

Name:

Institution:

Role and functions:

Describe level of effort on this project:

Salary Requested:

Fringe*:

TOTAL:

CONSULTING COSTS

Whether or not costs are involved, provide the names and organizational affiliations of all consultants. Describe the services to be performed for all consultants. Include the expected rate of compensation, travel, per diem, and other related costs.

Name:

Organization:

Services:

Cost:

EQUIPMENT

List each item of equipment with amount requested separately and justify each purchase.

Item:

Cost:

Justification:

Investigator Last Name, First Name:	
Project Title:	

SUPPLIES

Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc.

Item:

Cost:

Justification:

TRAVEL

Itemize travel requests and justify. Provide the purpose and destination of each trip and the number of individuals for whom funds are requested.

Note: Travel expense requests are not permitted unless required for the conduct of the research. Travel expenses to attend meetings to present this work, for example, are not allowed.

OTHER EXPENSES

Itemize any other expenses by category and unit cost. These might include institutional review board (IRB) submission costs, patient participation incentives, site payments, donor fees, computer charges, rentals and leases, equipment maintenance and service contracts.

Note: CARRA does not allow funding for poster or publication costs. Other expenses should be discussed with CARRA personnel prior to application submission.

Category:

Unit Cost: