



**CARRA-Arthritis Foundation Shark Tank Award
Application Checklist and Instructions
Full Application Deadline: February 25, 2019**

This information is provided as support for applicants to have a successful grant submission to CARRA. Refer to the application instructions for more detailed information. Contact the CARRA Research Administrator, with any questions about your application and/or submission process at grants@carragroup.org. Applications not following these instructions will not be considered for funding.

Formatting guidelines: Use of the templates provided on the CARRA website is REQUIRED. Use Arial 11pt OR Times New Roman 12pt font. Margins must not be less than 0.5" on all sides.

Application Components	Notes
○ Project Summary/Abstract (limit 300 words)	
○ Lay Summary (limit 150 words)	
○ Specific Aims (limit 1 page)	
○ Research Plan (limit 3 pages)	
○ References (no page limit)	
○ Budget Table (limit 1 page)	
○ Budget Justification (no page limit)	
○ NIH Biosketch (limit 5 pages)	
○ Letters of Support, if applicable	
○ Research Assurances, if applicable (Provide full IRB approval letter OR limit 1 page of text)	
○ Appendix (limit 1 attachment)	Materials included in this section that are not allowed will be removed prior to scientific review.

CARRA-Arthritis Foundation Shark Tank Instructions

The purpose of this award is to give CARRA members a unique opportunity to compete for funds to support research that furthers the CARRA mission in front of a live audience at the CARRA Annual Meeting. Eligible CARRA members can apply for up to \$35,000 in funding. New or early investigators are encouraged to apply and will be afforded special consideration. Complete applications are due on Monday, February 25, 2019. Finalists will be selected to compete in a live one-hour session at the CARRA 2019 Annual Meeting, taking place from April 10-14, 2019, in Louisville, Kentucky. Finalists will present their project to a panel of “Sharks” who will select, with audience input, one proposal to fund. This award is made possible through the generous support of the Arthritis Foundation.

Eligibility

- The project PI(s) must be a current CARRA member in good standing who is up-to-date on both membership dues and membership information (location, contact information, and membership status) who is attending the Annual Meeting.
- Voting Members, Associate Physician Members, Associate Health Care Members, Research Coordinator Members, and Pediatric Rheumatology Fellow Members in their final year of fellowship are eligible to apply. Priority will be given to new and/or early investigators.
- Fellow Members not in their final year of fellowship, Trainee Members, and members of the CARRA Executive Committee and Board of Directors are NOT eligible.
- Investigators with active CARRA-Arthritis Foundation grants are eligible to apply.
- Investigators submitting small grant applications due 2/15/19 are eligible to apply; however, investigators are only eligible to receive ONE award. By applying to the CARRA Shark Tank Award, each investigator is agreeing to forfeit his/her small grant application if he/she is selected to receive the CARRA-Arthritis Foundation Shark Tank Award.

Page Limits

Application Component	Page Limit
Project Summary/Abstract	300 words
Lay Summary	150 words
Resubmission Modification, if applicable	1 page
Specific Aims	1 page
Research Plan	3 pages
References	None
Budget Table	1 page
Budget Justification	None
NIH Biosketch	5 pages
Letter of Support	None
Research Assurances	Upload full IRB approval letter or limit 1 page of text
Appendix	None

Use of the templates provided on the CARRA website is REQUIRED. Applications not following these instructions will not be considered for funding.

Application Instructions

Visit the CARRA Annual Meeting page on the CARRA website to submit your application online.

(<https://carragroup.org/annual-meetings/2019-annual-meeting/2019-shark-tank-award>)

Complete the online application form by entering/providing the following information:

All sections with a red asterisk are required in order to submit your application.

- PI Name.
- Institution: This is considered the primary performance site.
- PI Email address.
- Answer Early Investigator question: Is the PI within 7 years of completion of rheumatology fellowship training and at the rank of Instructor or Assistant Professor (or equivalent) but no higher? Answer Yes or No.
- Upload a PI photo (headshot style). This will be used for publication and communication purposes.
- Enter the Project Title.
- List all project/performance sites for this application: Indicate all project/performance sites that will be utilized in the project. If there are no additional sites for this project, indicate N/A.
- Upload a list of all Co-PI(s), Co-I(s) and Key Personnel for this project: Provide the Name, Institution, and Role for each person. Please note: Any person listed as a Co-PI must also be a CARRA member in order for the application to be eligible for review.
- Select all that apply to this project: JDM, JIA, PAIN, SLE, SVARD, Basic Science Research, Clinical Trial, Translational Research, Utilization of CARRA Registry, Collaboration with more than one CARRA site.

Application Components - Summaries

Project Summary/Abstract (300 word max)

Enter the project summary/abstract in the text box provided.

The project summary/abstract is a succinct and accurate description of the proposed work and should be able to stand on its own (separate from the application). This sections should be informative to other persons working in the same or related fields and understandable to a scientifically literate reader. Avoid both descriptions of past accomplishments and the use of first person. Please be concise.

State the application's broad, long-term objectives and specific aims. Describe the research design and methods for achieving the stated goals. Be sure that the project summary reflects the key focus of the proposed project so that the application can be appropriately categorized. *Do not include proprietary confidential information or trade secrets.*

Lay Summary (150 word max)

Enter the lay summary in the text box provided.

Describe the research project using plain language that can be understood by a general, lay audience. CARRA requests release of the lay summary for use, at CARRA's discretion, should the proposal be funded. All grants are reviewed by parent/patient representatives and information will be used on CARRA and Arthritis Foundation websites to communicate to the public. *Do not include proprietary confidential information or trade secrets.*

Application Components – Scientific Uploads

Specific Aims (limit 1 page)

(Use of the template provided on the CARRA website is REQUIRED. Use Arial 11pt OR Times New Roman 12pt font on the template provided. Margins must not be less than 0.5" on all sides. Figure legends can use a smaller font size as long as it remains legible. Tables and figures count towards page limits.)

Relate the aims of the project to CARRA's mission and vision. State concisely the goals of the proposed research and summarize the expected outcome(s) including the impact that the results of the proposed research will exert on the research field(s) involved as well as how it will impact CARRA. List succinctly the specific objectives of the research proposed, e.g. to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

Research Plan (limit 3 pages)

(Use of the template provided on the CARRA website is REQUIRED. Use Arial 11pt OR Times New Roman 12pt font on the template provided. Margins should be 0.5" on all sides. Figure legends can use a smaller font size as long as it remains legible. Tables and figures count towards page limits.)

Organize the Research Plan in the specified order and using the instructions provided below. Start each section with the appropriate heading. Projects do not need to include preliminary data.

(1) Background

- Establish current status of the field/significance of problem
- Reference and discuss work of experts in the field
- Indicate how the project will advance knowledge in the field
- Discuss prior work, if applicable

(2) Impact and Significance

- 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?

(3) Methods/Activities

- Study population
- Study design
- Sample size
- Study sites
- Primary and secondary outcomes
- Thoroughly describe the project activities and feasibility
- Methods for solving the problem and possible pitfalls
- Timeline for the project activities

(4) Analysis and Statistical Plan

- Describe qualitative and quantitative analysis plan for the project
- Provide justification for sample size

(5) Environment

- Include description of scientific environment, institutional support, physical and other resources available to complete the project

(6) Dissemination & Data Sharing Plan

- Present a plan for sharing results of project through a variety of mediums
- Describe how/when data sets will be shared with CARRA to be available for future research

(7) Sustainability Plan

- Present a plan for continuing the project beyond the period of award and future funding plans. Describe whether this project will be used to apply for future funding opportunities. If this is not applicable to the project, indicate so.

References Cited (no page limit)

(Use of the template provided on the CARRA website is REQUIRED. Formatting guidelines: Use Arial 11pt OR Times New Roman 12pt font. Margins must not be less than 0.5" on all sides.)

List all literature citations for the Research Plan. Citation references should be limited to relevant and current literature; be concise and select only those references cited in the Research Plan. Standard abbreviations are acceptable with two exceptions: full titles and full paging must be provided.

Each reference must list the:

- Authors in the same order as they appear on the paper
- Title
- Name of the book or journal
- Volume number
- Page numbers
- Year of publication

Application Component – Budget Uploads

Budget Table (limit 1 page)

(Use of the template provided on the CARRA website is REQUIRED.)

Complete the table with project costs listed in the appropriate field. This is a total costs award. If indirects are requested, they must be inclusive of the maximum funding amount of \$35,000. Indirects may not exceed 8%. Salary support will be limited to a base-salary cap of \$200,000 but can include payment of local fringe rates (on top of the \$200,000 salary cap).

Budget Justification (no page limit)

(Use of the template provided on the CARRA website it REQUIRED.)

Justify all categories:

- *Personnel* – List all personnel (PI(s) should be listed first), including names, institutions, roles and functions on the project, percent of effort, salary requested and fringe. Total costs of salary support for PI(s) and Co-I(s) (combined) must not exceed 50% of total project costs. Effort must be specified for all personnel, even when salary support is not requested. Indicate any cost-sharing within the budget justification and within a Letter of Support from a program director.
- *Consulting Costs* – Whether or not costs are involved, provide the names and organizational affiliates 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.
- *Equipment* – List each item of equipment with amount requested separately and justify each purchase. (Equipment is defined as an item of property that has an acquisition cost of \$5,000 or more and an expected service life of more than one year.)
- *Supplies* – Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. Computers are allowed if it is necessary for the conduct of research. After a project has been completed, computers purchased with CARRA-Arthritis Foundation funds may remain as property of the institution to be used for further CARRA-related research.
- *Travel* – Note: Travel costs are not permitted unless required for the conduct of the research. Include the purpose, destination, dates of travel (if known), and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip (e.g. 3 days). Travel expenses to attend meetings to present work, for example, are not allowed.
- *Consortium Costs* – List all individuals/organizations with whom consortium or contractual arrangements have been made. List all personnel, including names, percent effort and roles on the project. Total costs salary support for PI's and Co-I's must not exceed 50% of total project costs. List all costs for each organization as part of this project and provide a justification for each.

- *Other Expenses* – Note: CARRA does NOT allow funding for poster or publication costs. Other expenses should be discussed with CARRA personnel prior to application submission. 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.

Application Component – Additional Uploads

Biographical Sketches (limit 5 pages per biosketch)

Provide NIH-formatted general biosketches for PI(s) and all Co-I's. Blank templates and complete instructions are available online at <https://grants.nih.gov/grants/forms/biosketch.htm>. Combine all biosketches into one PDF with the PI biosketch first. List your name, eRA Commons user name, position title, and education training in the provided table. Include the following sections:

- A. **Personal Statement**
Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields (you may mention specific contributions to science that are not included in section C). You may cite up to 4 publications or research products that highlight your experience and qualifications for this project (for a list of research product examples, see NIH instructions). If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service. Indicate if you have published or created research projects under another name. Figures, tables, and graphics are not allowed.
- B. **Positions and Honors**
List in chronological order the positions you've held that are relevant to this application, concluding with the present position. List any relevant professional achievements and honors. Include present membership on any Federal Government public advisory committee. Junior Faculty should include scholarships, traineeships, fellowships & development awards (if applicable). Clinicians should include information on clinical licensure and specialty board certifications (if applicable).
- C. **Contribution to Science**
Briefly describe up to five of your most significant contributions to science. For each contribution: indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each contribution, cite up to 4 papers accepted for publication or research products that are relevant to the contribution. Each contribution should be no longer than one half page including citations. These citations do not have to be authored by you. These contributions do not have to be related to this project. Figures, tables and graphics are not allowed. You may provide a URL to a full list of your published work (not required). This URL must be to a Federal Government website such as MyNCBI, My Bibliography.
- D. **Research Support**
List both selected ongoing and completed research projects for the past 3 years (Federal or non-Federal support). Briefly indicate the overall goals of the project and your responsibilities. Do not include effort or direct costs. Research support highlights your accomplishments, and those of your colleagues.

Letters of Support

A letter of support is required if PI(s) salary support is included in the budget. Provide a letter from the division chief documenting that % effort is available and confirming investigator salary. If the applicant is a division chief, the required letter of support should be provided from a Department Chairman. Letters of support from collaborators, mentors and institutions are highly recommended.

Research Assurances (Provide full IRB approval letter OR limit 1 page of text)

Provide IRB approval letter for this project. If the IRB approval is pending, provide written confirmation that the IRB is in progress and will be approved by the project period start date (limited to 1 page of text). Funds awarded will be held until the approval letter is received. Awards will be relinquished if IRB approval is not received by 6 months after the project period start date.

Appendix

Do not use the Appendix to circumvent the page limits of the Research Strategy or any other section of the application for which a page limit applies. All information required for the peer review process must be contained within the application sections. Information that expands upon or complements information provided in any section of the application – even if it is not required for the review – is NOT allowed in the appendix unless it is listed in the allowed appendix materials below. Reviewers are not required to comment on appendix material in their reviews. Materials included in this section that are not allowed will be removed prior to scientific review.

A summary sheet listing all of the items included in the Appendix is encouraged, but not required. When including a summary sheet, it should be the first page of the upload.

The only allowable appendix materials are:

- Blank data collection forms, blank survey forms, and blank questionnaire forms – or screenshots thereof
- Simple lists of interview questions
- Blank informed consent/assent forms

NOTE: In the blank forms and lists, do not include items such as: data, data compilations, lists of variables or acronyms, data analyses, publications, manuals, instructions, descriptions or drawings/figures/diagrams of data collection methods or machines/devices.

Review Criteria

All ideas will be considered. CARRA encourages investigators to submit proposals considered high risk/high reward. All applications will be administratively reviewed to check for applicant eligibility and compliance with provided instructions. Finalists will be selected for live presentations after an initial review by the CARRA Scientific Review Committee (SRC) and the Annual Meeting Planning Committee, who will take into consideration the following during review:

- Innovation of the proposed project.
- Significance, originality, scientific merit and translational nature of the proposed project.
- Feasibility to perform the research within the allotted time frame.
- Likelihood this research will lead to additional funding or operational success within CARRA.
- The impact this project will have on CARRA.
- Budget Justification.

Following the live presentations at the Annual Meeting, the final award winner will be chosen by a combination of Shark and audience scoring in the areas of presentation, innovation, and quality of science. Creativity in your presentation is highly encouraged! Investigators who are not selected are encouraged to revise their proposals and budgets and submit as a CARRA-Arthritis Foundation Small or Large Grant application in the fall (October 1 deadline). All finalists selected to present will have travel costs to the CARRA annual meeting covered in full.

Awardee Expectations/Reporting Requirements

- Awardees must sign and obtain an institutional signature and return the Award Acceptance Acknowledgement form to CARRA in order for project funds to be released.
- Awardees must provide an institutional W-9 in order for funds to be released.
- Awardees must provide completed IRB certifications in order for funds to be released. Pending or out-of-date approvals are not acceptable. Awards will be relinquished if IRB approval is not received by 6 months after the project period start date. Delayed IRB approval will not change the project start date.
- Funds will be provided to the awardee's institution as an unrestricted grant provided as a lump sum to a sundry account used by the PI according to the approved project budget.
- Awardees are expected to submit an abstract to CARRA and present findings at the CARRA Annual Scientific Meeting(s) until funding is complete and final results are presented.
- All awardees of CARRA funding must abide by the procedures outlined in the CARRA Publications Policy when presenting/publishing findings from their projects, including an acknowledgement of CARRA and the Arthritis Foundation. Refer to the current Publications Policy on the CARRA website for complete details.
- Final Progress Reports are due no later than 45 days after the project period end date. (Timely provision of progress reports is taken into consideration for future eligibility for CARRA-Arthritis Foundation funding.)
- If a project cannot be completed within the original project period, awardees are allowed to request a no-cost extension (NCE) for up to an additional 12 months of funding. NCE's must be requested no more than 90 days prior, but no less than 30 days prior, to the project period end date. To submit the NCE request, complete the required request form and interim project report and submit to CARRA. (Contact the CARRA Research Administrator with any questions at grants@carragroup.org.)
- Awardees must provide a photo to CARRA and the Arthritis Foundation for publication and communication purposes.