Instructions for CARRA-Arthritis Foundation's Bridge Grant

Required Application Information

Full Application

Completed application packages, with all required attachments and supportive documentation must be submitted through Proposal Central by 5:00PM Eastern Time on February 28, 2025. We will not accept hard copies.

All application text should be Arial, Times New Roman, Palatino Linotype, Courier New, Georgia, or Helvetica, 11-point font or higher. Margins should not be less than 0.5" on standard letter paper (8 ½" x 11").

Data and Sample Collection

Applications requesting data and samples will not be accepted in 2025 for the Bridge grant program.

Other Key Personnel

Add emails for Key Personnel participating in the project.

Abstract

- Lay Summary: Please provide a general audience summary. Text only. No special characters or formatting. (up to 300 words)
- Project Summary: Please provide a summary for a technical audience. Text only. No special characters or formatting. (up to 600 words)

Project Aims

- Identify two to five aims that outline the project's central objectives within the full funding period. Each aim should also be referenced and fully described within the main Research Proposal document. When inputting the short description of the aim in section 8, please start with the aim number (e.g., 'Aim 1: Description of aim'). Enter a short description of your Specific Aim and Associated Milestone. Explain how this aim relates to CARRA's mission and vision.

Patient Impact

- Patient Impact Statement: Describe how your CARRA-funded award will ultimately directly or indirectly impact patients (limit 350 words).

Milestones and Deliverables

- Provide a brief description of at least one milestone (timepoint that delineates a key phase in a project schedule) and at least one deliverable (final outputs) per aim.

- Deliverables may include but are not limited to, the development of new models, knowledge generation, publications, other knowledge mobilization activities, technical advancements, provisional patents filed, etc.
- Input a brief description (one or two sentences) for each milestone/deliverable.

Resubmission Plan
- The application must be four pages maximum. It must be completed by the applicant and reviewed by the primary mentor. This document should outline the applicant's strategy for a comprehensive response to the reviews/critiques in a substantive way that will result in re-submission during the bridge funding period.

Budgeting
Budget Period Detail
The budget must indicate how funds will be allocated during the project period.
- All Principal Investigators (PI) are required to dedicate effort to their projects, which must be noted on the budget table. A letter of support from the applicant's division chief must be submitted, documenting that the % effort is available and confirming the investigator's salary. If the PI is the division chief, a letter from the Department Chairperson is required.
- Salary support will be limited to a base salary cap of $200,000 but can include payment of local fringe rates (in addition to the salary cap).
- Total salary support for the Principal Investigator(s) must not exceed 60% of total project costs.
- Reasonable poster printing, publication, and travel expenses are permitted.
- Other expenses should be discussed with CARRA staff before application submission.
- 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 amount **awarded per year by the grant**.

Budget Summary & Justification
- Present items in the same order as they are in the budget. Explain how the cost of items was arithmetically determined. Provide all consultants' names and organizational affiliations, the services they will perform, the expected compensation rate, travel, per diem, and other related costs. Provide the purpose and destination of each trip and the amount of time spent traveling. List all individuals/organizations with whom consortium or contractual arrangements have been made. List all consortium personnel, the percentage of effort, and the roles in the project.

Organization Assurances
- Human Subjects
- Applicants are expected to provide an IRB approval letter, a copy of the IRB application, or an exemption letter.
- Vertebrate Animals
- Recombinant DNA

- Assurances Questions

Application Attachments

NIH Biosketch
- In this section, the applicant can upload documents for the application. NIH-formatted Biosketches for all Principal Investigator(s), Co-Principal Investigator(s), and all Co-Investigator(s) (limit 5 pages per Biosketch; please combine all Biosketches into one PDF with the PI(s) Biosketch listed first.).
- Applicants should highlight any past CARRA Registry publications in their Biosketch (if applicable).

Research Plan
Background
Describe/Include the following:
- Establish the current status of the field/significance of the problem.
- Reference and discuss the work of experts in the field.
- Indicate how the project will advance knowledge in the field.
- Discuss your team's prior work, if applicable.

Impact and Significance
Describe the impact and wider implications of the project. Specifically:
- How does this project leverage the CARRA network?
- How does this project positively impact the pediatric rheumatology scientific community?
- How will this project advance one or more of CARRA's Research Agenda?

Methods/Activities
Describe/Include the following:
- Study question
- Study population
- Study design
- Sample size
- Study sites
- Study schedule
- Primary and secondary outcomes
- Thoroughly describe the project activities and feasibility
- Methods for solving the problem and possible pitfalls
- Timeline for the project activities

Analysis and Statistical Plan
Describe/Include the following:
- Qualitative and quantitative analysis plan for the project
- Provide justification for sample size

Environment
Describe/Include the following:
- Scientific environment

- Institutional support
- Physical and other resources available to complete the project

Dissemination & Data Sharing:
- Present a plan for sharing the results of the project through a variety of mediums

Sustainability Plan

If applicable, present a plan for continuing the project beyond the award period and future funding plans. Describe in detail how this project will be used to apply for future funding opportunities.

References & Recommendations

Please provide information on references used in the application.

Letters of Support
- Required for budgets that include investigator salary/effort. A letter of support from the division chief of the applicant must be submitted, documenting that the % effort is available and confirming the investigator's salary. If the PI is the division chief, a letter from the Department Chairperson is required.
- Up to 2 letters of support from collaborators, mentors, and institutions are highly recommended. They must reflect the PI's ability to lead this effort and complete the study in one year (no extensions will be entertained).

PI Demographic Info.

The applicant should provide basic demographic information in this section:
- Gender
- Race
- Primary Race
- Ethnicity
- Citizenship

Required Signature Page

The applicant and Institutional Official must sign the application before it can be submitted.

Additional Grant Requirements
- Funds will be provided to the awardee's institution and used by the principal investigator according to the project budget. For projects requesting budget support to cover Registry and Biorepository costs, CARRA will hold the requested funds and pay them to the appropriate vendor.
- If the PI cannot complete the project, any unexpended balance must be returned to CARRA.
- Awardees are expected to submit an abstract after the 1st year of the awards and attend the CARRA Annual Meeting(s) until the project is complete/results have been presented.
- Awardees must submit a final progress report no later than 45 days after the project period's end date.
  - A late submission may impact an applicant's eligibility for future CARRA grants and data/sample requests.

- All awardees of funding received through CARRA's Intramural Research Program must abide by the procedures outlined in the current [CARRA Authorship, Publication, and Presentation Guidelines](#) when presenting/publishing findings from their projects.
  - This includes submitting all abstracts and manuscripts to the CARRA Publications Committee for approval prior to submission and acknowledging the support of CARRA and the Arthritis Foundation by including the following language: "The authors wish to acknowledge CARRA and the ongoing Arthritis Foundation financial support of CARRA."

Online Submission through Proposal Central

- Enable other users to access this proposal in Proposal Central
  - This section allows the PI to give other users access to the grant application. Signatories will need at least Edit access on this screen if electronic signatures are required for submission.
- Include institution and contacts
  - Proposal Central will automatically populate the institution's information. Please ensure that the institution's information is correct.
  - Enter the email address for institution contacts:
    - Signing Official
    - Financial Officer
    - Technology Transfer Officer

Research Survey Request

All requests to distribute research surveys through CARRA's network must be submitted online using the [Survey Request Form](#). As of January 1, 2025, CARRA will not provide staff support to program and distribute surveys. However, CARRA members can request access to CARRA email lists to distribute their surveys. Investigators will be responsible for programming and distributing their research surveys upon request approval and contingent upon receiving required documentation (including IRB approval/waiver).

Evaluation of Proposals

According to the NIH 9-point review system, all proposals will be reviewed by experts and one patient/parent reviewer.

Scientific Review Committee Grant Scoring Criteria
- Scored from 1-9
  - 1 (Exceptional) = Exceptionally strong with essentially no weaknesses
  - 2 (Outstanding) = Extremely strong with negligible weaknesses
  - 3 (Excellent) = Very strong with only some minor weaknesses
  - 4 (Very good) = Strong but with numerous minor weaknesses
  - 5 (Good) = Strong but with at least one moderate weaknesses
  - 6 (Satisfactory) = Some strengths but also some moderate weaknesses
  - 7 (Fair) = Some strengths but with a least one major weakness
  - 8 (Marginal) = A few strengths and a few major weaknesses
  - 9 (Poor) = Very few strengths and numerous major weaknesses

Contact Information:

Program or Administrative Questions:

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Technical Questions:
 proposalCENTRAL
pcsupport@altum.com
800-875-2562