Small Grants RFA and Guidelines
Research on Marijuana

ADAI | ALCOHOL & DRUG ABUSE INSTITUTE

Guidelines for Applications

PURPOSE

The Alcohol and Drug Abuse Institute (ADAI) is a multidisciplinary research center at the University of Washington. Its mission is to advance research, policy, and practice in order to improve the lives of individuals, families, and communities affected by alcohol and drug use and abuse.

ADAI has been awarded funds for FY 2018 from Washington State's Dedicated Marijuana Fund to support and conduct research **on the short-term and long-term effects of marijuana use**, as specified in the state budget and the intent of Initiative 502.

This request for proposals (RFP) is to solicit grant applications for research investigating the short and long-term effects of marijuana use and related consequences, as noted in legislative language. This scope includes studies of the impact of marijuana use and legalization on public health, community norms, and individual and group behaviors. Proposals are welcome from a wide variety of disciplines and University departments.

Earliest start date is November 2017, and all funds must be spent by June 30, 2018, due to provisions of the state's allocations of the Dedicated Marijuana Fund. Expenditure dates are very strict for this funding source. Funding decisions are based on scientific merit assessed by peer review, relevance to the RFP focus, and viability to successfully complete the project by June 30th 2018.

Questions concerning the application process or relevance of a proposed research topic, as well as the Letter of Intent (LOI) may be emailed to the Institute: adai@uw.edu.

APPLICATION DEADLINES

August 1, 2017	RFP published
September 1, 2017	Letter of Intent (max. 250 words) *
September 15, 2017	Applications due
October 16, 2017	Awards announced
November 1, 2017	Earliest start date
June 30, 2018	Project end date; Funds expire

* ***LOI is required*** *to assist with a rapid review process due to the tight timeline associated with this funding mechanism. The LOI should include name(s) of the investigators, preliminary title and a brief abstract of the proposed project. Information in the LOI will be used to compose the reviewers' panel for the RFP. Project title, etc. in final proposal may differ from LOI.*

ELIGIBILITY

Individuals qualified to serve as Principal Investigators (PI) at the University of Washington are eligible to apply as PI on ADAI proposals. This may include faculty, including those with an acting appointment, as well as Research Scientists who are permitted by their school, department, or research center to serve independently as PI on federal grants.

Pre-doctoral students and postdoctoral fellows (if permitted by their department) may apply as PI with the support of a Mentor, who must be UW Faculty or a Research Scientist. Applications in this category should name the pre-doctoral student or postdoctoral fellow as Principal Investigator of the research project; the Mentor will be fiscally responsible for the award.

Individuals not affiliated with the University of Washington are not eligible to apply for funding.

PRIORITIES

A. Priority will be given to research projects investigating **the short and long-term effects of marijuana use and related consequences and the impact of marijuana use and legalization in community norms, and individual and group behaviors.**

B. The scientific merit, significance, approach, level of innovation, and feasibility of the proposed research are the primary factors in evaluating an application. Only projects that may result in scientific publication and/or likelihood to attract subsequent extramural funding will be considered for funding.

C. Two levels of funding are available. Faculty and Research Scientists may apply for funding up to $30,000. The funding limit for applications from mentored pre-doctoral students and postdoctoral fellows is $20,000. Applications with budgets in excess of these amounts will not be considered.

D.   In the interest of funding as many researchers as possible, ADAI has a "one at a time" policy for funding Small Grants, i.e. researchers can apply for or serve as Principal Investigator, Co-Investigator, or play a significant role in only one grant at a time. Researchers with current ADAI funding may not apply for new funding until the previous project is completed. ADAI will not review more than one proposal by a PI or Co-I during a single review period. Similarly, a faculty member or Research Scientist can serve as a mentor on only one application per review period.

Applications must be transmitted through the Department Chair and College Dean for their signatures of endorsement (for both Principal Investigators and Co-Investigators). Applications are not submitted through the Office of Sponsored Programs (OSP), therefore, an eGC1 form is not required. Animal Care Committee and Human Subjects Committee approval is not required prior to submission, but will be required if appropriate prior to award. <u>Due to very strict expenditure dates for this funding mechanism, applicants are encouraged to prepare all required applications before notice of award, to maximize chances of successfully conducting the project.</u>

Applications must have all required signatures on the cover page (in ink or electronic). Applications should be submitted as a PDF attachment to an email sent to: adai@uw.edu. The complete application, including appendices, must be submitted at the same time.

In preparing proposals, applicants should keep in mind that these are read by a faculty committee selected from the general area in which the proposal is made, but not all review committee members are specialists in the particular field of the proposal.

APPLICATION COMPONENTS

I. COVER PAGE:

a) Title of the project.

b) Applicant's name, title, department and signature, along with those of a Co-Investigator (if there is one). If this is a mentored award for a pre-doctoral student or postdoctoral fellow, the mentor's name, title, department and signature should also be provided. Include e-mail and regular mailing addresses for PI and Co-I as well.

c) Statement describing applicant:
- New Investigator, appointed to UW within the last 3 years
- Established Investigator, initiating a new line of research
- Postdoctoral fellow or predoctoral student (mentor must complete Section F below)

d) Date of the application.

e) Calendar dates of period for which support is requested. Earliest start date is November 1, 2017, and all funds must be spent by June 30, 2018, due to provisions of the state's allocations of the Dedicated Marijuana Fund. Expenditure dates are very strict for this funding source.

f) Statement as to whether request is new or a resubmission.

g) Total amount of financial support requested.

h) Signatures of Department Chair and College Dean (of P.I., Co-I. and Mentor)

II. BODY

The body of the application should include the sections outlined below and must meet formatting specifications in font size (at least Arial 11 or Times Roman 12 pt); lines per inch (6); and margin width (0.75 or larger). These format specifications apply to all sections except the Biosketch and Appendices. Overly small print and margins are a barrier to adequate review; applications not meeting these format requirements may be returned and would need to be resubmitted during a subsequent cycle.

A. **Abstract** (not to exceed 300 words) describing the proposed research project; include a statement about the clinical importance of the work, if appropriate.

B. A concise **Research Plan**, following the guidelines outlined below. *THIS SECTION MUST BE LIMITED TO SIX SINGLE-SPACED OR TEN DOUBLE-SPACED PAGES. PROPOSALS EXCEEDING THESE LIMITS WILL NOT BE ACCEPTED*. **Page limits for the Research Plan refer to items 1 through 6 only.** Sections C through F are not included in the page limits.

1. Introduction:
    a. Objective: State the overall objective or long-term goal of the proposed research.
    b. Background: Review the most significant previous work and describe the current status of research, including your own, in this field.
    c. Rationale: Present concisely the justification for your approach to the problem, if it is not obvious from the preceding material. When you are choosing one of several possible approaches, note ***briefly*** why the others have been rejected.

2. Specific aims: List your specific objectives for the total period of requested support.

3. Method of procedure: Give details of your research plan, including a description of the experiments or other work you propose to do; the methods, species of animals (where appropriate), and techniques you plan to use; the data you expect to obtain; and the means by which you plan to analyze or interpret the data to attain your objectives. A timetable for completion of the main steps of the project must be provided. Include, if appropriate, a discussion of pitfalls you might encounter, and the limitations of the procedures you propose to use.

4. Significance: Discuss the potential importance of the proposed work and any novel ideas or contributions in terms of the short and long term consequences of marijuana use

5. Special facilities to be used: Describe the facilities you will use for this project including laboratories, clinical resources, and animal quarters. List major items of equipment available for this work.

6. Collaborative arrangements: If the proposed project requires collaboration with other institutions, community organizations, or any group whose cooperation is essential, describe this collaboration and provide letters in support of this collaboration.

C. List **previous grants** received from the Alcohol & Drug Abuse Institute (title, dates, amounts). Final reports for previous ADAI grants must have been submitted before a new application is considered. All grants or publications resulting from previous ADAI funding should be listed on a final report or on an addendum to it; the results of previous ADAI research will be an important factor in funding decisions.

If the project you are proposing is partially supported by other sources, please specify source and amount of support.

D. A detailed **budget and budget justification** must be provided. Use budget categories designated by the U.W. Financial Accounting System. Where normal increases in salaries are anticipated, the required amounts must be included in estimates. Include applicable fringe benefits.

The budget should show all persons, paid or unpaid, who will carry out the research. The function of these persons should be explained in the justification. Also itemize and/or justify major cost items.

Expenses related to travel to conduct the project at a remote site (e.g. mileage, parking) may be included. Other reasonable travel expenses for a project conducted at a remote site may be requested; these should be fully explained in the Budget Justification section.

Expenses for publishing fees or conference attendance are not allowed. Salary for visiting faculty or secretarial work is not allowed.

E. A **Biosketch in NIH- or NSF-style** including the Research Support section for all major professional personnel including the mentor, if applicable, and a bibliography should be included in the application.
NIH template: https://grants.nih.gov/grants/forms/biosketch.htm
NSF template: http://www.nsf.gov/pubs/policydocs/pappguide/nsf15001/gpg_2.jsp#IIC2f

F. **Mentor's Statement** (for applications from pre-doctoral students or postdoctoral fellows): The mentor should provide: 1) a letter of evaluation of the applicant (including an assessment of the candidate's professional aspirations and potential); 2) a description of the training plan (including course work, TA responsibilities, ethics training, mentoring plan); 3) a biosketch in NIH or NSF format for the mentor including Research Support section. The body of the proposal should largely be written by the trainee with minimal editorial input from the mentor.

Appendices may be included with applications, however reviewers have the option to examine them; the review will be based primarily on the contents of the application itself so as to be fair to all applicants. Biosketches and Appendices are excluded from formatting requirements specified above regarding font size and margin width

REVIEWERS MEMO
A separate memo (maximum 1 page) naming suggested reviewers should be submitted along with the application. The memo should include the PI's name, the proposal title, and the name, affiliations, phone number, and email of two to four UW faculty or Research Scientists who would be able to provide a thorough and objective review of the proposal. Do not name faculty who are also applying for an ADAI marijuana grant award. The review committee is not obliged to select from this list.

Additionally, please list the names of any UW faculty or scientists who should not review the proposal, e.g., due to conflict of interest. This would include supervisors and current or previous collaborators (research and/or teaching).

Please attach this memo as a separate document titled "[PI Name] Reviewer Memo" and email it along with the application to adai@uw.edu.

REVIEW OF APPLICATIONS

The proposal will be reviewed by a committee of UW faculty and Research Scientists knowledgeable in the area of the proposal. External *ad hoc* reviewers may be solicited.

Review procedures and criteria are similar to those used by NIH committees. The primary review criteria include scientific merit, significance, approach, innovation, investigator(s), and feasibility. At an initial review meeting, each proposal receives a detailed review by at least two members of the Small Grants Review Committee and a careful discussion of scientific merit by the full committee, which then scores the grant's overall merit. Written comments and documentation of the committee's discussions are presented to a Final Review Committee which selects the top grants for funding. Anonymous comments from the reviewers are returned to the investigators to provide constructive feedback which is often used to improve a non-funded grant for future re-submission.

HUMAN SUBJECTS AND ANIMAL CARE COMMITTEES APPROVAL

See specific UW guidelines about conducting research with marijuana: https://www.washington.edu/research/wp/wp-content/uploads/2017/01/Final-Guidance-Concerning-Marijuana-Research-100114.pdf

Funded projects involving either human subjects or animals must obtain approval from the appropriate committee before a budget can be established. ADAI does not require approval before considering a proposal. For procedural information, consult the websites for Human Subjects or Animal Care. ADAI follows NIH guidelines in requiring that "key personnel" receive training in the conduct of research involving human subjects; this training is available in person or web-based from the Human Subjects Division.

ADMINISTRATION OF FUNDS

Projects may be funded for **a maximum of 8 months**, with no option to carry forward funds past June 30, 2018. The Principal Investigator is responsible for the proper administration of funds. Each award will be given a UW budget number. Budgets will be made available on My Financial Desktop. (In the case of a mentored award, the pre-doctoral student or postdoctoral fellow is Principal Investigator of the research project, and the mentor is fiscally responsible for the awarded funds). Funds may not be transferred between projects. ADAI will not assume fiscal responsibility for over-expended budgets.

If publication results, directly or indirectly, from award allocations, it should carry an acknowledgement of the Alcohol & Drug Abuse Institute, with support from the Dedicated Marijuana Fund for research at the University of Washington. Please send relevant reprints to the Alcohol and Drug Abuse Institute. <adai@uw.edu>

FINAL REPORT

A Final Report is required within 90 days of completion of projects funded by ADAI Small Grants. Download the report template at: http://adai.uw.edu/grants/SG-Report.doc

Updated 7/25/2017 · http://adai.uw.edu/grants/smgrantsmarijuanaFY2018.pdf