



**The Center for Addiction Research and  
the Wake Forest Tobacco Control Center of Excellence  
Call for Pilot Research Funding Support 2022**

**Purpose**

The Center for Addiction Research (CFAR) and the Wake Forest Tobacco Control Center of Excellence (TCCOE) are pleased to announce the availability of funds to support innovative pilot research projects related to nicotine, tobacco, substance use and addiction. Proposal budgets may be up to \$50,000 and may span up to two years (with second year funding contingent on progress), to begin in January 2023. We anticipate funding multiple projects depending on the quality and budget requests of the applications received.

Our pilot grant program aims to:

- Create new interdisciplinary teams of investigators working on nicotine, tobacco, substance use and addiction research, using team science approaches to address the critical areas challenging the field.
- Support early career faculty.
- Increase the number and quality of external grants submitted and funded.

**Eligibility**

Applications will be considered to be responsive to the call if they meet the following criteria:

- Focus on innovative projects related to the area of tobacco harm reduction, broadly construed;
- For pilot project funding, includes a strategy for submission of a larger grant application to further the work developed in this pilot;
- For project support funding, a clear description of how these funds will align with the funded project;
- Submission by a faculty at Wake Forest University School of Medicine, Atrium Health, Wake Forest University or VT-WFU School of Biomedical Engineering. *If selected for funding, the PI will be required to be a WFBCCC member.*

**Key Dates**

Date	Detail
October 2, 2022 (5:00 pm EST)	Full Application Deadline
December 1, 2022	Award Notification
January 1, 2023	Anticipated Project Start

\* Progress reports will be due June 30<sup>th</sup> and December 21<sup>st</sup> of each project year

**Funding**

Projects can apply for up to \$50,000 in direct costs. Faculty salary support may also be included, but should be well justified (faculty salary support must not exceed \$7,500 per year). Indirect costs are not allowable. Trained staff to assist with human lab studies are available through the TCCOE. Please contact Stephanie Bunch to discuss project needs



See section on Budget Guidelines for more details on allowable and non-allowable budget items.

## Application Procedure

### Full Application Deadline: 10/2/2022, 5:00 pm EST

The application can be submitted through [REDCap](#), by the deadline noted above. Application instructions are summarized below.

#### Format Specifications

- Arial font and no smaller than 11 point
- Margins at least 0.5 inches (sides, top and bottom)
- Single-spaced lines

#### Submission/Applicant Information

- Project Title
- Submitting Investigator, Co-Investigator(s), and other Key Personnel Information

#### Abstract (250 words max)

#### Research Plan (4 pages max)

- *Specific Aims* – The research questions this study aims to address and how you will evaluate each aim.
- *Significance* – Explain how the project addresses an important problem, how it will improve scientific knowledge, technical capability and/or clinical practice. ('Specific Aims' and 'Significance' together should be 1 page)
- *Investigator(s)* – Describe your team, including their expertise, and any interdisciplinary or multi-site collaboration. Explain how the proposed research involves a team science approach.
- *Innovation* – Explain how this project uses novel concepts, approaches or methodologies, instrumentation or interventions.
- *Approach* – Describe the overall strategy, methods, and analyses for this project. These should be well-reasoned and appropriate for accomplishing each of the specific aims proposed. Also present potential problems, alternative strategies and benchmarks for success. (2 pages recommended)
- *Grant Funding* – Describe how the results of the proposed pilot study could inform the development of an external research grant proposal. (1/2 page recommended)
- *Projected Timeline*

#### References (no page limit)

#### Letters of Support. Optional.

#### Information Regarding Human Subjects

Address the following if the project **involves human subjects**.

- Provide a one-page document addressing the Protection of Human Subjects, if applicable.



- IRB Approval Status (please note: IRB approval is not required for full application submission, however **a delay in IRB approval does not alter the project end date**) Pre submission discussion with the Wake Forest IRB is strongly suggested.

**Information Regarding Live Vertebrates** if applicable.

- IACUC Approval Status (please note: IACUC approval is not required for full application submission, however **a delay in IACUC approval does not alter the project end date**)

**Budget and Justification** (budget template plus 1-page justification)

- Complete the budget template form provided in [REDCap](#) along with a brief justification for the funds requested for this RFA. Please include explanation of other resources that may be leveraged to support the project.
- Sub-awards to other institutions to carry out work on a project are not allowed.

**NIH-style biographical sketch for all Key Personnel**

**Budget Guidelines**

The budget period is for 24 months. Up to \$50,000 in direct costs may be requested.

Grant funds may be budgeted for:

- Research support personnel (including undergraduate and graduate students)
- Faculty salary support may also be included, but should be well justified (**combined faculty salary support must not exceed \$7,500 per year**)
- Travel necessary to perform the research
- Small equipment, research supplies and core lab costs, or

Other purposes deemed necessary for the successful execution of the proposed project Grant funds may **not** be budgeted for:

- Office supplies or communication costs, including printing
- Meals or travel, including to conferences, except as required to collect data
- Professional education or training
- Computers or audiovisual equipment, unless fully justified as a need for the research
- Manuscript preparation and submission, or
- Indirect costs

Awarded funds must be used to conduct the work proposed. All direct charges to this award must adhere to federal regulations and requirements regarding the use of CCC funds. The CCC leadership reserves the right to revoke funding in the event it is determined that funds were not spent in accordance with the approved protocol. The general criteria for determining allowable direct costs on federally sponsored projects is set forth in 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (The Uniform Guidance).

**Review Criteria and Process**

Proposals will be evaluated by the leadership of CFAR and TCCOE and additional content experts as deemed necessary. Funding decisions will be made based on the reviews of an evaluation of the projects' connection with the goals of the pilot RFA. Final award approval will



be at the recommendation of the CFAR and TCCOE Leadership. Any IACUC and/or IRB protocols must be approved prior to funding of the approved pilot.

**Reviewers will score applications from 1 to 9 based on:**

1. Significance of the problem to be addressed;
2. Innovation in the proposed solutions;
3. Strength and breadth of the investigative team;
4. Methodological rigor and feasibility with clear milestones;
5. Likelihood the innovation will be broadly applicable and have impact on translational research, and;
6. A reporting plan regardless of whether the study yields positive or negative results;
7. Other elements to be considered in the review include: the likelihood that the investment will lead to external funding or a licensable innovation, early-career faculty involvement, race/gender inclusiveness of the research team and inclusion of women, minorities, older adults and children as potential participants.

**Program Expectations**

Should any significant issues arise, the study team will be required to work with the CFAR and TCCOE Directors to define an intervention strategy for the study to be successfully completed (or in rare cases, terminated).

**Specific Deliverables Include (not a complete list):**

- Key preliminary data needed for a revised extramural grant application.
- Proof of concept data to establish a novel scientific hypothesis or approach.
- A completed application to an extramural RFA.
- A publication establishing a new collaboration.

**Other Guidelines**

1. Prior to receiving funds, research involving human subjects must have appropriate approvals from the IRB. Either an IRB approval letter or an IRB response to a “Determination Whether Research or Similar Activities Require IRB Approval” must be submitted prior to funds being released. Human subjects must be reviewed in accordance with the institution’s general assurances and HIPAA. All key personnel must have certification of training in the protection of human subjects prior to the start of the grant period.
2. It is expected the PI will report outcomes achieved due to the pilot award, e.g., subsequent external funding, publications, presentations and patents.
3. Any awardee who leaves his or her position should contact the Stephanie Bunch to discuss future plans for the project.

**Grant Administration**

The Principal Investigator is responsible for the administration of grant funds. Projects will be for a 24-month period of time or less.

**Contacts**

Questions about your research proposal should be directed to Stephanie Bunch, [sbunch@wakehealth.edu](mailto:sbunch@wakehealth.edu)



Questions about the REDCap system should be directed to Jackie Turner,  
[jeturner@wakehealth.edu](mailto:jeturner@wakehealth.edu)