



## **CALL FOR APPLICATIONS: PILOT AND FEASIBILITY PROGRAM**

*Applications due by 04/20/2020 (midnight PDT)*

The overarching goal of the Healthy Weight Research Network (HWRN) is to build research capacity that will improve understanding of obesity risk factors and effective interventions to prevent excess weight gain or reduce weight in children with autism spectrum disorder and other developmental disabilities (ASD/DD).

Priority research areas for the HWRN include:

- Eating patterns, eating behaviors, and family practices around food/mealtimes
- Physical activity and sedentary behavior patterns and their relation to weight status
- The influence of school and community-based organizations on children's food intake and physical activity
- Prevention or intervention programs and/or systems of care that can be developed, adapted, and delivered to yield the most positive outcomes possible
- The characteristics, experiences, and/or priorities of individuals with ASD/DD and their families, and how these factors may influence/inform the maintenance of a healthy weight
- The development and/or assessment of dietary, physical activity, and other relevant obesity-related measures

We hope that the preliminary research supported by these pilot grants will be used to secure external funding for research in the HWRN's target areas.

In order to facilitate future research studies in these areas, the HWRN's Pilot & Feasibility program will provide **\$25,000 in funding (direct costs only) for 1-year pilot research projects**. We will fund up to three (3) pilot studies, to commence July 1, 2020 and be completed by June 30, 2021.

**Eligibility: Awards can be made to institutions in the U.S. only.** Eligible applicants must be a Member or Associate Member of the HWRN. *For more information about becoming an Associate Member, go to <http://hwrn.org/network-activities/associate-membership/>*

### **Key dates:**

- **04/20/2020** – Full application due by midnight pacific daylight time (PDT)
- **06/01/2020** – Applicants notified of Award Decisions
- **07/01/2020** – Approximate award start date contingent upon receipt of IRB approval

### **Proposal Evaluation:**

**Please address the following criteria in your proposal:**

#### ***Significance/Merit:***

- Does the proposal address an important gap in the research or provide preliminary information that will support efforts to address a gap in knowledge related to helping youth with ASD/DD maintain or attain a healthy weight?
- Does the proposed line of research have significant potential to improve the weight-related health of children and adolescents with ASD/DD?
- To what extent does the proposed line of research address the HWRN agenda/priority area(s)?
- Are plans for future funding delineated?

**Methodology/Approach:**

- Is the project likely to be accomplished within 12 months?
- Will the results of project, if successful, be likely to lead to other grant applications/external funding?
- Are the study concept and design appropriate for a pilot study?
- Are the proposed data to be collected appropriate for the study question(s)?
- Are the key variables clearly defined and measured?
- Are the statistical methods clearly specified and appropriate?
- Are there likely to be any problematic human subjects' issues or ethical concerns?

**Investigators:**

- Are the PI and other key personnel adequately trained and qualified to carry out the project?
- Is there an appropriate plan for supervision of mentees, if applicable?

Applications will be reviewed by the members of the HWRN's Peer Review Core and will be evaluated according the criteria outlined above.

**How to Apply:**

- (1) Complete the application cover page form found on the next page or downloaded at <http://hwrn.org/research-portal/proposal-submission/>.
- (2) Submit the completed application form via email to [HWRN@umassmed.edu](mailto:HWRN@umassmed.edu), no later than **04/20/2020**, midnight Pacific Daylight Time (PDT).

**Due Date:**

- o Applications must be submitted by **April 20, 2020 midnight PDT** via email to [HWRN@umassmed.edu](mailto:HWRN@umassmed.edu)

*Please contact Jennifer Brooks with questions by email ([jennifer.brooks@umassmed.edu](mailto:jennifer.brooks@umassmed.edu)) or phone at 774-455-4012.*

**APPLICATION FORM**

**SECTION 1: COVER PAGE**

**Project Title:**

**Total Budget Request: \$**

**Applicant Name and Degree(s):**

**Current Academic and/or Institutional Title:**

**Institution:**

**Department/Division:**

**Telephone Number:**

**E-mail Address:**

**Are there human subjects?**

Yes

No

***Projects that involve human subjects will require IRB approval by the applicant's institution. Documentation of the IRB's approval must be provided prior to disbursement of funds.***

**APPLICANT ASSURANCE:**

***I agree to accept responsibility for the scientific conduct of this project, to provide a final report and periodic reports (relative to future funding), as requested. I also agree to acknowledge HWRN support in all publications and presentations that result from this project.***

**Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Signature of Department Chair or Institutional Signing Authority (as required by your institution):**

\_\_\_\_\_  
Signature **Date: \_\_\_\_\_**

\_\_\_\_\_  
Printed Name **Title: \_\_\_\_\_**

**SECTION 2. PROJECT ABSTRACT** (Please limit to ½ page. Be sure to include a statement indicating how this project meets at least one of the research priorities of the HWRN.)

### **SECTION 3. RESEARCH PLAN**

**NOTE: THE RESEARCH PLAN (including the specific aims) MUST NOT EXCEED 5 PAGES.**

Formatting Instructions:

Single spaced; margins set at ½ inch for all sides of the page

- Text should be typed in Arial 11 font. Tables and figures may be in Arial 10.
- The Principal Investigator's name (one name) should be entered in the header of all pages.
- Applications should be paginated

**Include the following sections in your Research Plan:**

#### **Specific Aims** (*One Page Maximum*)

- Should state directional hypothesis, if applicable.
- Should include clear and measurable outcomes.

#### **Background & Significance** (*Two Pages Maximum*)

- Include a clear description as to how the research is relevant to the HWRN research agenda.
- Reference prior work of the investigator or investigative team, if applicable.

#### **Research Design & Methods** (*Two Pages Maximum*)

This section should describe the following:

- Study design (e.g. descriptive, cross-sectional, randomized)
- Population and setting
- Data collection procedures and measures to be used
- Data analysis plan
- Timeline and discussion of the feasibility of completing the work within the proposed time.

**Human Subjects:** Include a clear plan for addressing research ethics (e.g. human subjects)

### **SECTION 4. REFERENCES CITED**

#### **Bibliography** (*One Page Maximum*)

Include full reference citations

**SECTION 5. BUDGET**

Note: Allowable budget period is up to 12 months (07/01/2020 to 06/30/2021) for a total amount of \$25,000. Indirect and overhead costs are not allowable costs.

DETAILED BUDGET DIRECT COSTS ONLY	FROM	THROUGH
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NAME	ROLE ON PROJECT	FTE	SALARY & FRINGE REQUESTED
<b>SUBTOTAL:</b>			
EQUIPMENT <i>(Itemize)</i>			
SUPPLIES <i>(Itemize by category)</i>			
OTHER EXPENSES <i>(Itemize by category)</i>			
<b>TOTAL COSTS FOR THE BUDGET PERIOD</b>			

**Unallowable Costs:**

- Computers, laptops, other electronics
- Graduate program tuition, stipends, or fees
- Indirect costs
- Meals or hospitality (including alcohol)
- Membership dues, professional fees
- Travel

## **SECTION 6. BUDGET JUSTIFICATION**

- Identify all costs that are **necessary** and **reasonable** to complete the work described in your proposal. In a clear, concise manner, please justify each budget item using the following as a guide:
  - *Personnel Justification*: Include the name, role, and FTE (%) for each person named on the project. The responsibilities of each person on the project, whether they receive funding, should be described.
  - *Supplies, Equipment, and Other Expenses*: Provide an item-by-item description of supplies, equipment, and/or other expenses, and how they will be integral to the conduct of the proposed project.
- The project period can be up to 12 months, beginning July 1, 2020 through June 30, 2021. Disbursement of funds will be contingent upon receipt of IRB approval from the applicant's institution.
- As with any application, ensure that your institution's administration has been notified of your intent to respond to this funding opportunity, per your institution's guidelines and policies.

## **SECTION 7. BIOSKETCHES**

Bio sketches should not exceed 4 pages maximum per investigator. Applicants should use the NIH form for all named investigators. Excerpted instructions are provided below for your convenience:

- A. Personal statement. Briefly describe how and why the investigator's experience and qualifications make him/her particularly well-suited for the proposed role (e.g., PI, Co-Investigator) on the proposed project.
- B. Positions and Honors. List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.
- C. Contribution to Science. Briefly describe up to five of your most significant contributions to science. While all applicants may describe up to five contributions, graduate students and post doctorates are encouraged to consider highlighting two or three they consider most significant. Descriptions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication.
- D. Additional Information: Research Support. List selected ongoing and completed research projects for the past three years (Federal or non-Federal support). Briefly indicate the overall goals of the projects and your responsibilities. *Do not include number of person months or direct costs.*

## **SECTION 8. LETTERS OF SUPPORT**

Letters of support are only required if the research involves the use of resources of another institution, agency, or entity and the resources are critical and integral to the project. Letters of support should indicate the organization's or agency's agreement to collaborate in the research and make their resources available to the investigative team. If the PI is a post-doctoral student, a letter of support from the mentor is required.