



# Translational Pilot Studies Program

## Request for Proposals for Spring 2025 Submission

***Funding of all University at Buffalo's Clinical and Translational Science Institute (CTSI) pilot study awards will be dependent upon allocation of funds to the pilot study program.***

The UB Clinical and Translational Science Institute (CTSI) provides seed grants for pilot studies encouraging:

- A) clinical and translational science** projects, which is the development and testing of novel approaches to reduce barriers to translation and expedite the translational process yielding generalizable solutions to research problems that can be applied to translational studies beyond the current proposal;
- B) innovative, multidisciplinary clinical and translational research** at UB and [Buffalo Translational Consortium \(BTC\)](#) institutions; and
- C) implementation science** projects that develop and test methods and strategies to facilitate the uptake of evidence-based practice and research into regular use by practitioners and policymakers.

Focus will be on projects that **1)** allow clinical and translational researchers to generate preliminary data for submission of larger extramural grant with an emphasis on federal grant applications; **2)** seek to improve clinical research design, biostatistics, clinical research ethics, informatics, or regulatory pathways; and/or **3)** support the design, development, and/or validation of novel, clinically applicable devices, biomarkers, and analytical methods that will advance clinical and translational research.

**In particular, those applications that A) address adverse health outcomes in populations in the Western NY region, including T3 and T4 translational research projects and/or B) promote multi-disciplinary collaborations will be given priority for consideration of funding. Pilot study applications must articulate a clear plan for future substantive extramural funding (e.g., an NIH R01, Patient Centered Outcomes Research Institute (PCORI), NSF or comparable grant.** We encourage applications that pair “early stage” investigators (by [NIH definition](#)) as pilot studies Principal Investigator (PI) with established investigators (i.e., PIs who have a history of substantive extramural research funding) as co-investigators, thus providing a built-in mentoring system.

In addition, we encourage proposals that will advance ways in which creativity and innovation can be stimulated, fostered, and augmented in the design and conduct of clinical and translational research.

No clinical trials beyond phase IIA will be supported by the program.

These pilot studies are funded by the Clinical and Translational Science Award (CTSA) to UB, as well as by institutional funds, for a duration of one year, beginning January 1, 2026.

This RFP offers additional support for applicants who plan to enhance their research programs with MRI through the CTSI Center for Biomedical Imaging (CBI). Eligible applicants who have never received an extramural grant that included imaging at the CBI are encouraged to apply. Applicants already using imaging at the CBI must propose to apply or implement imaging techniques that have never been used in their lab and will significantly strengthen the future fundability of their imaging research program.

Applicants can request up to 50 hours of scan time (to be used at the CBI) at subsidized cost in addition to the pilot project budget.

## Eligibility Criteria

You must be a full-time faculty member at UB or BTC institution and eligible to serve as a PI of an NIH grant.

We support projects across the T1-T4 translational spectrum, and invite investigators from the basic, clinical, and/or applied sciences to apply. No clinical trials beyond phase IIA will be supported.

## Application Process

Letters of intent due	Monday, May 19, 2025 by 9:00 a.m.
Notification to applicants	Early June 2025
Full proposals due	Monday, July 28, 2025 by 9:00 a.m.
Notification to applicants	Early November 2025
Prior Approval for NIH/NCATS <i>Awardees are required to submit their IRB/IACUC protocol no later than 10 days following NOA</i>	November-December 2025 <i>Senior Research Administrator and Quality Assurance Specialist will work with PIs on necessary documentation for prior approval packages</i>
Funding start date	January 1, 2026

Applying for pilot studies funding involves a two-tiered process:

- 1) Submission of a Letter of Intent (LOI), and
- 2) Submission of a full proposal (if invited, following review of the LOIs).

An **Information Session** on Tips for Success in obtaining CTSI Pilot Studies funding (which will also include guidance for clinical and translational science projects) will be held via Zoom on Tuesday, April 29, 2025 at 10:00 a.m. until 11:00 a.m. [Click here for registration](#). Anyone applying for pilot studies funding is encouraged to attend.

## Letter of Intent Submission

There is a one-page limit for text for LOIs in addition to the cover page which should include 1) a succinct title for the proposal, and 2) list of names/degrees and institutional affiliations of all investigators involved in the project. The LOI should provide a succinct abstract of the proposal, summarizing a) what the project entails; b) a clear statement of the translational research and/or translational science significance of the project, the expected outcomes, and the potential application of those outcomes; and 3) how the pilot study will lead to substantive extramural funding (e.g., NIH R01, PCORI, NSF or comparable grant.)

**FORMAT:** LOIs should be submitted as a single PDF in Arial 11-point font, single-spaced text, 0.5-inch margins. Submissions must be emailed to [CTSA-Pilot-Studies@buffalo.edu](mailto:CTSA-Pilot-Studies@buffalo.edu). All applicants will be notified by early June with a decision as to whether their proposal has been selected to move forward to the second tier of the application process.

**DUE DATE for LOIs: Monday, May 19, 2025 by 9:00 a.m.**

## Full Proposal Submission (by invitation)

Invited applicants should use the following template.

### Page 1:

- a. Project title
- b. Names/degrees of all project investigators and their institutional affiliations
- c. Abstract (300 word max)
- d. Five key words relevant to your research topic

- e. Two sentences that describe your project for a general scientific audience
- f. Indication whether the project involves human and/or animal subject research
- g. Indicate any potential budget overlap with another source of funding
- h. Note any conflicts of interest, as to be disclosed in Click

**Pages 2-5 (4-page limit):**

- a. Specific aims
- b. Background and significance of the project, including the clinical and translational research and/or translational science relevance and potential impact on the field
- c. Brief overview of approach, avoiding minutiae of methods and jargon
- d. Study timeline with specific milestones to be accomplished
- e. Role of pilot study in securing extramural funding for a larger, forward-going project

**Additional Pages:**

1. References
2. Budget and Justification (1-page limit): The maximum allowable budget is \$50,000 direct costs; there are no indirect costs. All costs needed for the project must follow the Uniform Guidance Cost Principles and must be allowable, reasonable, allocable and consistent. Note that faculty salaries/fringe, tuition, and equipment are not allowable expenses on pilot awards.
3. Biosketches (5-page limit per biosketch): A current [NIH biosketch](#) should be provided for each investigator. The personal statement for each investigator should make clear of their role as it pertains to the project.
4. Appendix: If applicable, provide a copy of the critiques from the prior review of your submitted proposal. If a similar proposal has been reviewed but not funded by an external funding agency, include the complete summary statement as an appendix. Appendices, other than funding agency reviews, are not allowed and will not be reviewed if attached.
5. CTSI Cores Services (1-page limit): Indicate which of the UB CTSI cores have been or will be useful resources for the project. See page 5 of the RFP for additional information.

**FORMAT:** Full proposals should be submitted as a single PDF in Arial 11-point font, single-spaced text, 0.5-inch margins. Proposals must be emailed to [CTSA-Pilot-Studies@buffalo.edu](mailto:CTSA-Pilot-Studies@buffalo.edu). All applicants will be notified by early-November with a decision as to whether or not their proposal has been selected for funding.

**DUE DATE for invited full proposals: Monday, July 28, 2025 by 9:00 a.m.**

**FULL PROPOSAL SUBMISSION REQUIREMENTS:**

- (1) For proposals involving human subjects, the PI must register their study with [Central Study Registration](#) (CSR) *prior to submission of the full proposal*. Pilot studies proposals that involve human subjects that are not registered in CSR will not be accepted. To begin the CSR process, a proposal document (at minimum) is required. For any questions regarding CSR registration, please contact the [CTSI Clinical Research Facilitators](#) (716-829-4357).
  - o The HRP-503-Protocol template can be found in the [Click portal](#), within the IRB Library section, under the “Templates” tab.

Note the following exceptions to CSR Registration and scientific review of HRP-503 protocols:

- o If you are submitting your protocol to the IRB for determination of “Not Human Subjects Research.”
- o If you are seeking “Exempt Status” from the IRB for your study.
- o Due to reporting requirements, chart reviews *must be registered* within the system. If bypassing CSR, leave a comment in Click indicating you are seeking one of the above listed determinations. This will allow the IRB Intake Coordinator to know your study should not be returned for registration.

*PIs from Roswell Park Comprehensive Cancer Center should follow a similar process using the Roswell Park IRB.*

#### **AWARDED PROPOSALS REQUIREMENTS:**

- (1) For pilot studies involving human subjects, the PI must submit all necessary documentation (e.g., IRB protocol and related materials, human subjects education as applicable, ClinicalTrials.gov registration status if applicable, and conflict of interest) no later than ten days following notice of award.
- (2) For pilot studies involving animal subjects, the PI must submit their protocol to IACUC no later than ten days following notice of award.

*PIs from Roswell Park Comprehensive Cancer Center should follow a similar process using the Roswell Park IRB/IACUC.*

#### **Review Process**

Applications will be reviewed by independent reviewers from a CTSA hub and rated using the following criteria.

- a. Scientific merit and innovation
- b. Clinical significance and translational impact on the field
- c. Potential for securing extramural funding
- d. Potential for yielding a generalizable solution to a translational science question or bottleneck.
- e. Realistic milestones and feasibility of completion within one year
- f. Rationale and use of proposed budget

#### **Additional Application Resources**

- Understanding the CTSI Translational Pilot Studies Program Application Process, including prior approval specifics, can be found [here](#).
- Tips for Success in obtaining pilot studies funding can be found [here](#).
- Full proposal applicants are encouraged to participate in the CTSI BERD Core's [Research-on-a-Napkin](#) opportunity which will provide project-specific advice to enhance pilot study full proposal applications.
- We will survey pilot studies applicants who were not successful in the previous cycle about their overall feedback and plans to resubmit an application. This survey will also be an opportunity to guide applicants on the potential for re-submission and the resources to enhance their application.

#### **Conditions for Awarded Pilot Projects**

The following are required of every pilot study PI. Read carefully as some are new:

- Attend “on-boarding” session regarding requirements associated with funding and award. The PI must attend before funds will be released and before the project will begin.
- Submit quarterly progress reports on the status of the budget and the aims using the form that will be provided.
- Submit, twice yearly, progress reports on the study results (including papers, grants, presentations, patents, etc.) following project end date, at least for five years.
- Present findings at the annual CTSI Pilot Studies Colloquium.
- If called upon, serve as reviewer of proposals submitted for pilot studies funding either by UB faculty or in exchange of reviewers with other CTSA institutions.

## Awarded Pilot Projects

- All investigators are encouraged to submit findings to an academic peer-reviewed journal or discipline-specific publication within two years of the pilot project end date.
- All investigators are encouraged to apply for funding at the next level, including **NIH R01, PCORI, NSF or comparable grant**, or similar funding sources within two years of the pilot project end date.

## University at Buffalo CTSI pre-award assistance with LOI and proposal development:

We are here to help. The University at Buffalo CTSI offers an array of pre-award research resources and services at no cost to investigators with primary appointments or positions at UB and BTC institutions. We strongly encourage applicants to take advantage of them to help prepare the most responsive and competitive grant application. Our research services include:

- [Biostatistics, Epidemiology, and Research Design \(BERD\)](#) – BERD offers statistical and bioinformatic services to researchers in the BTC. Services include interdisciplinary grant development, design of experimental and observational studies, biostatistical and bioinformatic data analyses, and methodological research and software development.
- [Center for Biomedical Imaging \(CBI\)](#) – The CBI facilitates cutting-edge research through advanced imaging technologies and bioinformatics. The CBI offers consultations, animal housing for imaging studies, contrast agent information, image acquisition, image reconstruction, and retrieving data and data backup.
- [Clinical Research Facilitation](#) – Research facilitators assist in linking researchers with the right support services for proposal development and project execution. The facilitators triage the movement of studies through university research systems and can arrange consultations and services with any of the CTSI cores.
- [Community Engagement](#) – The team can help with project development through consultations, mentorship on community-based or practice-based translational research, or review of grants, presentations and/or manuscripts; integrating the community into your research through community advisory boards, community engagement studios, connecting with community partners or community-based organizations, or community feedback; and recruitment assistance through consultations and or guidance on presenting research to the community and colleagues in plain language.
- **\*NEW\*** [Dissemination and Implementation \(D&I\) Science](#) – The D&I Science core offers consultation services to guide research teams in dissemination and implementation methods to enhance the translation of research evidence-based practices into real-world settings, workshop series, and a dissemination and implementation toolkit for investigators.
- [Informatics](#) – The Informatics core can assist in coordinating data exchange, creating research databases, retrospective research with clinical data, and ensuring security of data access and management.
- [Institute for Healthcare Informatics \(IHI\)](#) – The IHI is a secure computing center that holds electronic health record and claims data for the vast majority of the Western New York population. This data repository is available to researchers throughout the BTC at no cost for IRB-approved projects. The IHI is also part of the TriNetX Research Network, allowing researchers to access global data sets.
- [Recruitment and Special Populations](#) – The recruitment team can assist researchers across the BTC in preparing and implementing successful recruitment strategies with a special emphasis on recruiting underrepresented and special populations. The team can guide research teams through

many resources included in the Recruitment Resources Toolkit, available to help investigators achieve their recruitment goals.

To initiate a service request with any of the CTSI cores, please visit the [service request portal](#).