



## **2008 BCBC Pilot and Feasibility (P&F) Program**

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This document describes the 2008 NIH P&F Program for the Beta Cell Biology Consortium, a cooperative research initiative funded by the NIDDK.

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Questions pertaining to this document should be sent to [info@betacell.org](mailto:info@betacell.org).

## **A. P&F RFA Distribution**

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A Request For Application (RFA) has been posted on the BCBC website ([www.betacell.org](http://www.betacell.org)). This document contains:

- A general description of the program,
- Special requirements,
- Deadline for submission,
- Expected award date,
- Description of review procedure, and
- Name of NIDDK Representative.

The RFA announcement was emailed to all BCBC members and affiliates via email. In addition, it was sent to the JDRF for further distribution, and to individuals who previously signed up via the BCBC website to receive information announcements.

## **B. Application**

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Applications will consist of a single PDF document as described in the RFA or at [www.betacell.org/pilot/](http://www.betacell.org/pilot/). The PDF file will be submitted via the Scientific Project Online Tracker (SPOT) of the BCBC. In addition, an original, signed copy of the face will also need to be sent by mail to:

Arlene Cook  
Vanderbilt University Medical Center  
Center for Stem Cell Biology  
9405 MRB IV (0494)  
Nashville, TN 37232-0494  
Phone: (615) 322-6769  
Fax: (615) 343-2173

## **C. Procedure for SPOT Submission**

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For an investigator to submit their application in SPOT, a secure web-based subcontract management system, the investigator must first be registered within the system. At least 1 week prior to the application deadline, the investigator will need to complete and submit a request to apply online. A form is available at [www.betacell.org/pilot/apply/](http://www.betacell.org/pilot/apply/) that requires your name, email address, institution name and the project title. This information will be used to

create your project in SPOT, which is necessary to submit your application. You will be notified as soon as SPOT access is made available.

## **D. Review procedure**

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The NIDDK Representative who oversees the BCBC will be primarily responsible for conducting the review of all applications received. The review process will consist of 2 phases, both scientific and administrative.

Scientific reviews will be solicited from both BCBC members and other scientists with appropriate expertise and prioritized by scientific merit.

The administrative review will consist of the NIDDK Representative, other NIDDK staff members, and the Principal Investigator of the BCBC Coordinating Center. During this phase of the review the programmatic relevance of the proposed research to the objectives of the BCBC will be assessed.

## **E. Award and Rejection Notices**

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Acceptance and rejection letters, as well as anonymous comments will be sent to all applicants after a funding decision has been reached by the PI of the BCBC Coordinating Center.

The names of all P&F recipients and an abstract of the project will be posted to the BCBC website.

## **F. Subcontracts**

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The BCBC Coordinating Center will establish a subcontract with the P&F recipient institution. Copies of all animal or human research approvals will be collected.

Detailed instructions for invoicing expenses will be provided the recipient institution.

Reminders about the annual progress reports will be distributed 6-weeks in advance of the due date for the annual progress reports.

## **G. Year 1 Progress Reports**

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The end of Year-1 Progress Report will consist of the following information:

- A progress report required in NIH-PHS 2590 Format, and
- A detailed budget page for Year 2.

Year-1 progress reports will be submitted via SPOT.

The investigator is notified by email that their progress report has been received.

The NIDDK Representative and the Principal Investigator of the BCBC Coordinating Center will review all progress reports and decide if a second year of funding is appropriate.

A hard copy of the Year-1 progress report will also be retained in the investigators subcontract file.

## **H. Year 2 Final Progress Reports**

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The end of Year-2 Final Progress Report will consist of the following information:

- Progress report in NIH-PHS 2590 Format.

A 3-month grace period on final invoicing will be standard.

Year-2 Final Progress Reports will be submitted via SPOT.

The investigator is notified by email that their progress report has been received.

The NIDDK Representative and the Principal Investigator of the BCBC Coordinating Center will review all reports.

A hard copy of the Year-2 Final Progress Report will also be retained in the investigators subcontract file.

## **I. No Cost Extensions**

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No cost extension of up to 25% of the total project budget for up to one year may be requested by contacting the BCBC Coordinating Center.

If approved the investigator is notified and provided with a revised end date.