



Marsha  
Rivkin Center  
for Ovarian  
Cancer  
Research™

# Pilot Study Program *Guidelines*

# PILOT STUDY PROGRAM GUIDELINES

## TABLE OF CONTENTS

<b>PURPOSE .....</b>	<b>3</b>
<b>OVERVIEW .....</b>	<b>3</b>
<i>Eligibility.....</i>	<i>3</i>
<i>Duration of Award .....</i>	<i>3</i>
<i>Amount of Award &amp; Allowable Expenses .....</i>	<i>3</i>
<i>Application Format .....</i>	<i>3</i>
<i>Application Submission.....</i>	<i>4</i>
<b>REVIEW OF APPLICATIONS .....</b>	<b>4</b>
<i>Process of Review .....</i>	<i>4</i>
<i>Evaluation .....</i>	<i>4</i>
<b>CONDITIONS OF AWARD.....</b>	<b>4</b>
<i>Start Date .....</i>	<i>4</i>
<i>Carry Forward.....</i>	<i>4</i>
<i>Reporting.....</i>	<i>4</i>
<i>Presentation of Work to the Marsha Rivkin Center.....</i>	<i>5</i>
<i>Publications and Presentations .....</i>	<i>5</i>
<i>Additional Recognition .....</i>	<i>5</i>
<i>Transfers .....</i>	<i>5</i>
Change of Institution.....	5
Change of Principal Investigator .....	6
<i>Termination.....</i>	<i>6</i>
<b>MISCELLANEOUS.....</b>	<b>6</b>
<i>Website &amp; Newsletter.....</i>	<i>6</i>
<i>Post-Funding Monitoring .....</i>	<i>6</i>
<i>Non-discrimination policy .....</i>	<i>6</i>

## Marsha Rivkin Center Pilot Study Program Guidelines

### PURPOSE

Funding is often difficult to find for discovery work leading up to the most innovative scientific theories. In order to foster these novel ideas, each year, the Marsha Rivkin Center (MRC) funds promising pilot studies in ovarian cancer. The discoveries from these studies in turn lay the groundwork for major research initiatives. Data gathered from these studies often allow scientists to in turn further pursue research ideas through highly competitive national government grants necessary to complete these projects.

### OVERVIEW

#### *Eligibility*

Investigators at all levels are encouraged to apply, subject to guidelines of the applicant's home institution.

#### *Duration of Award*

Pilot Study Projects will have a duration of 1 calendar year (12 months) unless otherwise negotiated with and agreed to by the Marsha Rivkin Center. Applicants may apply for additional years of funding and will be competitive with applications received during successive rounds of funding.

#### *Amount of Award & Allowable Expenses*

We expect to fund multiple projects each year. The maximum budget for each project is \$75,000. The funds provided are considered an award, and therefore institutional overhead and indirect costs will not be funded.

Applicants may budget for salary support, materials, supplies, consumables, travel costs for scientific meetings, and other expenses as justified. Budget and budget justification must be included with the application.

#### *Application Format*

Applicants should submit a proposal to the Marsha Rivkin Center including a scientific plan, budget and budget justification, CV (biosketch), other support, and a 100-word lay abstract.

Applications should be submitted using standard PHS 398 forms following NIH format (Arial or other acceptable font, 11 point minimum, 0.5" margins). Required PHS forms, downloadable from the Marsha Rivkin Center website [www.marsharivkin.org](http://www.marsharivkin.org), include Face Page, Table of Contents, Detailed Budget, Entire Budget with Budget Justification, Biosketch, Other Support, and Continuation pages for scientific plan and lay abstract. The scientific plan should be no more than five pages in length addressing each of the following areas: Specific Aims, Background and Significance, Preliminary Results (if

available), Experimental Methods, and Design. All tables, figures, and images must fit within the five-page limit. References, human subjects approval, and vertebrate animals approval should be included as necessary and are not included in the five-page limit.

#### *Application Submission*

Six hard copies of all application materials plus 1 electronic copy (Adobe PDF) must be *received* by **the application due date** to the address indicated on the most current “Request for Applications” document.

### **REVIEW OF APPLICATIONS**

#### *Process of Review*

Pilot study applications will undergo initial review by the Marsha Rivkin Center Directors to confirm that the applications are complete and to assign appropriate and qualified reviewers. Each application will be assigned a minimum of two reviewers with applicable expertise who will each provide anonymous written reviews. All reviewers will meet to evaluate proposals and provide recommendations for funding.

Reviewers will use the NCI scoring system to review proposals. Reviewers will abstain from reviewing or scoring any proposal that presents a conflict of interest.

#### *Evaluation*

The following review criteria will be applied during the evaluation:

- Hypothesis rationale and research strategy
- Demonstration of independence and originality
- Scientific relevance and impacts of the research outcomes
- Innovation and importance of research problem proposed
- Adherence to principles of ethical research

### **CONDITIONS OF AWARD**

#### *Start Date*

The annual start date will be April 1 unless otherwise specified by the Marsha Rivkin Center.

#### *Carry Forward*

Carry forward of funds is not available. However, a written request for a no-cost extension period may be sent to the Marsha Rivkin Center 30 days prior to the completion of the funding year.

#### *Reporting*

A final report, lay abstract, and final financial report must be provided within 90 days after the completion of the funding period. Forms may be found on the Rivkin website at [www.marsharivkin.org](http://www.marsharivkin.org). Any unexpended funds must be returned with the final reports to

the Marsha Rivkin Center unless otherwise directed by the Center. A letter of reminder will be sent 60 days prior to the completion of the funding period.

#### *Presentation of Work to the Marsha Rivkin Center*

In addition to all annual and/or final reports, award recipients will be required to present at the next forthcoming MRC Symposium following the completion of funding. The Marsha Rivkin Center will provide travel in addition to pilot study funding unless travel funds remain as part of the award.

#### *Publications and Presentations*

Award recipients are highly encouraged to publish and present the results of their Rivkin-funded projects. Recipients are required to acknowledge funding support by the Marsha Rivkin Center for Ovarian Cancer Research in all papers, presentations, exhibits, press releases and/or proposals that reference pilot study work using the following statement or its equivalent: "This research was supported (in part) by a grant(s) from the Marsha Rivkin Center for Ovarian Cancer Research."

Copies of publications, news releases, articles, and other published materials which are developed in connection with the award must be provided to the Center prior to publication, or as soon after as is practical.

Award recipients are also encouraged to use pilot study results into full-scale funding applications to outside agencies such as the National Institutes of Health and the Department of Defense.

#### *Additional Recognition*

The Marsha Rivkin Center should be recognized as an award-granting organization in public documents such as annual reports and websites, where applicable.

#### *Transfers*

##### Change of Institution

If the principal investigator moves institutions, a request to transfer the grant must be submitted in writing. The request should include the following:

- Reason for departure
- Effective date and period of change
- Plans for the continuation of the project
- Letter from the current institution stating its willingness to relinquish the grant.
- Name of new institution along with letter stating its willingness to accept the grant and conditions of the award

The funds may be transferred only after approval of the Center. Otherwise, funds must be returned to the Center with a final accounting within 30 days of the principal investigator leaving the institution.

### Change of Principal Investigator

In most cases a grant will terminate when the principal investigator is unable to oversee the grant. However, the investigator of original institution may request in writing that the grant be continued under a new principal investigator. Requests must include the following:

- Reason of change of principal investigator
- Qualifications and appropriateness of new investigator
- Plans for the continuation of the project
- Letter from initial investigator stating willingness to transfer grant (if possible)
- Letter from new investigator stating willing to accept the grant and conditions of the award

The funds may be transferred only after approval of the Center. Otherwise, funds must be returned to the Center with a final accounting within 30 days of the departure of the principal investigator from the grant.

### *Termination*

Awards may be terminated before the end of the project based on any of the following:

- Principal investigator requests in writing that the award be terminated
- Principal investigator is unable to carry out the research
- Principal investigator changes significant aspects of the award from its original intent without prior approval from the Center
- Annual report/final report not received in timely manner as specified in conditions of award
- Principal investigator or associates found to have committed scientific misconduct or fraud

## **MISCELLANEOUS**

### *Website & Newsletter*

The Marsha Rivkin Center retains the right to feature pilot study recipients and funded pilot studies on its website and in related newsletters.

### *Post-Funding Monitoring*

The Marsha Rivkin Center retains the right to follow-up with award recipients once a year for 3 years after funding is complete to request a brief update on outside funding received as a result of pilot study findings. This mechanism will help the Marsha Rivkin Center monitor its own success of the Pilot Study Program.

### *Non-Discrimination Policy*

The Marsha Rivkin Center does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, or sexual orientation in administering its scientific, research, and educational programs.