

**Transdisciplinary Awards Program in Translational Medicine and Therapeutics
(TAPITMAT)**

Submission Requirements

Guidelines

- TAPITMAT grants are available to registered members of the Institute for Translational Medicine and Therapeutics (ITMAT) as well as Associate Members who hold Instructor A or Research Associate positions.
- Proposal must have at least two Co-Principal Investigators, ideally from different disciplines within the University of Pennsylvania, and at least one Co-Principal Investigator must have a primary appointment in the School of Medicine. Collaborative applications between faculty located in distinct schools in Penn are encouraged.
- The proposals must center on the translational space – from proof of concept in cells or model systems through to mechanistic studies in humans or, in drug development, completion of dose selection in Phase II. Programs that plan to progress within that space and which deploy technologies and approaches conventionally segregated from each other within the traditionally boundaries of academic medicine will be especially favored.
- Proposals that focus on translational therapeutics or the pediatric to adult divide will receive priority scoring.
- All proposals are due by **December 15, 2009 at 5 pm** for a project start date of **February 1, 2010**. ***LATE SUBMISSIONS WILL NOT BE ACCEPTED NOR WILL EXTENSIONS BE GRANTED.***

Required Documents

- **Proposal Submission Form:** This form is no longer required as approvals are accepted electronically utilizing ITMAT's Pilot Grant System which can be found at <http://www.med.upenn.edu/apps/my/pilotgrants>. Please refer to Document Submission Section for specific instructions related to this system.
- **Abstract Page:** The abstract page should be no longer than 250 words.
- **Budget:** Please use the excel template budget page and provide detailed expenses.
- **Budget Justification:** Please provide a short justification for all personnel, supplies, and equipment that will be expensed to this project. Please provide a distinct justification if resources are to be spent on services provided from outside Penn. Keep in mind these monies are being awarded via non-grant funds. If you plan to support graduate students, you will not receive Provost Subvention.
- **NIH Biosketch:** An NIH format biosketch must be submitted for the PI and the Co-PIs only.
- **Research Proposal:** The research proposal shall be no longer than two single-spaced pages with one-inch margins and should include the essential background information relative to the project. Please use arial 11 font. Please indicate the importance of this funding to the feasibility of your research proposal. Please indicate if any other funds are available to you for the proposed research. References should be attached to your research proposal and will not count toward your two page limit. ***NO OTHER SUPPORTING DOCUMENTATION WILL BE CONSIDERED.***



- Copies of **IRB and IACUC approval letters** will be required if an award is funded. Funding will be delayed until these approval documents are received.

Budget Guidelines

- Maximum allowable expenditures are \$150,000 in total (whether the proposal is 1 or 2 years) for a minimum duration of 1 year and a maximum duration of 2 years.
- Budgets must be submitted on approved excel template.
- Name, title/role, percent effort, salary, and benefits must be defined in the budget for each grant participant.
- Supplies should be detailed by type and number in the budget and the budget justification.
- If applicable, animals should be detailed by quantity required, cost, and per diem in the budget and budget justification.
- Equipment expenditures and service contracts should be detailed in the budget and budget justification. Please keep in mind that equipment is defined as any item costing more than \$5,000 with an estimated useful life greater than one year.

Other

- Any publications that are the direct result of this funding must reference:
 - **“Supported in part by the Institute for Translational Medicine and Therapeutics of the University of Pennsylvania.”**
 - **“The project described was supported by Grant Number UL1RR024134 from the National Center For Research Resources. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Center For Research Resources or the National Institutes of Health.”**
- Copies of publications should be sent to the Administrative Offices of ITMAT (153 Johnson Pavilion, Attn: Molly Reagan or via e-mail to mreagan@upenn.edu).
- A progress report will be requested every year for 4 years so that we can track the success of supporting projects that result in the receipt of a grant or a publication. These summaries should be uploaded to ITMAT’s Pilot Grant System at <http://www.med.upenn.edu/apps/my/pilotgrants>. You will need your PennKey logon and password to access this system.
- **You will be prohibited from applying for ITMAT pilot funding if you do not reference the funding support on publications and if you do not submit progress reports.**

Document Submission

All applications should be submitted via ITMAT’s Pilot Grant System at <http://www.med.upenn.edu/apps/my/pilotgrants>. You will need your PennKey logon and password to access this system.

- Each Investigator and Co-Investigator must have the approval of their respective Business Administrator.
- ***Penn Faculty should select the Business Administrator or Grants Manager that normally signs off on all of their research proposals.***
- CHOP Faculty must select Bernice Saxon or Robert Denight as their Business Administrator.
- Wistar Faculty must select Marianne O’Neill as their Business Administrator.



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- University of the Sciences Faculty must select Karen Mitchell as their Business Administrator.
- All documents must be uploaded by *noon* on the due date of the proposal to ensure time for all approvals. All approvals must be completed by *5 pm* on the due date.
- Once all approvals are completed, the grant will be received by ITMAT.

Application or Funding Questions

Please direct any questions related to the grant submission, grant award, or grant management to Lorri Schieri, Director of Administration and Finance, schieril@upenn.edu, or Jason Molli, Associate Director, molli@upenn.edu.