

**Submission Requirements**

**Proposals are due BY 12pm on December 8, 2023. Please do not wait to initiate the application or begin uploading documents until after 11:30am or else you may not finish in time.**

**!! LATE SUBMISSIONS WILL NOT BE ACCEPTED NOR WILL EXTENSIONS BE GRANTED!!**

**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 or higher.
- 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. Novel 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 elucidating human physiology or mechanisms of disease or, in drug development, parsing sources of variability in drug response and/or understanding mechanisms of drug action in humans in Phase II. Programs that plan to progress within that space and which deploy technologies and approaches conventionally segregated from each other within the traditional boundaries of academic medicine will be especially favored.
- Proposals that focus on translational therapeutics or on bridging the pediatric to adult divide are particularly encouraged.
- All proposals are due by **December 8, 2023 at noon** for a project start date of **February 1, 2024**. **LATE SUBMISSIONS WILL NOT BE ACCEPTED NOR WILL EXTENSIONS BE GRANTED.**

**Required Documents**

- **Abstract Page:** The abstract page should be no longer than 250 words.
- **Budget:** Please use the provided excel template budget page and include 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.
- **NIH Biosketch:** An NIH format biosketch must be submitted for the **PI and the Co-PIs only**. **Please include h indices from Google Scholar on the biosketches.** Do not submit additional biosketches.
- **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.



# ITMAT

## Institute for Translational Medicine and Therapeutics

### **Budget Guidelines**

- Maximum allowable expenditures are \$150,000 direct costs in total (whether the proposal is 1 or 2 years) for a minimum duration of 1 year and a maximum duration of 2 years. Indirect costs are not provided.
- Budgets must be submitted on approved excel template provided.
- Name, title/role, percent effort, salary, and benefits must be defined in the budget for each grant participant. There is no salary cap limit since funding is from a non-grant source.
- 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 Perelman School of Medicine at the University of Pennsylvania.”**
  - **“Research reported in this publication was supported by the National Center for Advancing Translational Sciences of the National Institutes of Health under Award Number UL1TR001878. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH.”**
- 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, publication, or technology transfer. You will receive a system generated email requesting you to complete a progress report.
- **You will be prohibited from applying for future 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 [www.med.upenn.edu/apps/itmat/pg](http://www.med.upenn.edu/apps/itmat/pg). **Please ensure that you choose the TAPITMAT grant program when submitting your grant proposal.** You will need your PennKey logon and password to access this system. If you do not have a PennKey, obtaining one will take at least 48 hours so do not wait until the last minute. We will not accept applications late because of this. Once you start an application, you can proxy someone (grants manager, post doc, etc.) to finish it for you. Please only initiate your application one time; once initiated, the application will appear in the system under “My In Progress Proposals” on the Home screen.

- Each investigator and Co-Investigator **must** be an ITMAT member.
- Each Investigator and Co-Investigator **must** have the approval of their respective Business Administrator.
- **Penn Faculty, including investigators in divisions of DOM**, should select the Business Administrator or Grants Manager that normally signs off on all of their research proposals.
- **CHOP Faculty** must select Michael Campbell, Raylonda King, Prema Sundaram, or Megan O’Karma as their Business Administrator.
- **Wistar Faculty** must select Jessica Blodgett as their Business Administrator.



## ITMAT

### Institute for Translational Medicine and Therapeutics

- *Please ensure that you have liaised with all Co-Investigators on your application. This will avoid proposals being rejected by their Business Administrator.*
- *Please ensure that the documents you upload are the final documents. ITMAT will not update or replace files. Prior to hitting the submit button, all documents must be final.*
- *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. **We suggest you do not wait until the last minute to start uploading documents.***
- *Once all approvals are completed, the grant will be received by ITMAT.*

#### Application or Funding Questions

Please direct any questions to Andrea Albelda, [aalbelda@penncellence.upenn.edu](mailto:aalbelda@penncellence.upenn.edu), Jackie Rhodes, [jarhodes@upenn.edu](mailto:jarhodes@upenn.edu), or Charles Molli, [cmolli@upenn.edu](mailto:cmolli@upenn.edu). *When contacting the ITMAT business office, please use the same discretion you would employ if contacting an external sponsor.*