

**REQUEST FOR CTREC/DEPARTMENTAL MATCHING FUNDS
FOR CLINICAL RESEARCH ANCILLARY SUPPORT**

1. Investigator name _____ Academic Rank _____
2. Department/Division _____ / _____
3. Project Name _____

4. Protocol number and IRB expiration date _____ / _____
5. Expected time frame of study Start ____/____/____ End ____/____/____
6. Does the applicant hold an NIH training grant or career development grant? Check one: Yes No
7. If yes, type of grant (e.g. T32, K23, K12, KL2) and grant number _____
8. Non-federal career development award (e.g. AHA, RWJ, etc) _____
9. Mentor (K grants) or Training Program Director (R grants) _____
10. Fund# your chief has designated for the matching fund _____
11. Name and telephone for Division Department Manager for the matching fund _____

Total budget request - Direct Costs (not to exceed \$20K) _____

Division Chief or Department Chair

Print name _____

Signature _____ Date _____

Investigator Signature _____ Date _____

See instruction page. Please submit completed application to Colette Hendricks, MSW, MBA, P6 CTSU

CTREC USE ONLY

Date received ____/____/____

Cost center for CTREC portion of share _____

Confirmed funds available in Division/Department share _____

Investigator and CTSU notified _____

Instructions for matching funds application:

The Clinical and Translational Research Executive Committee announces availability of matching funds to help pay for the costs of *ancillary tests* for clinical trials protocols of junior investigators. Ancillary tests include radiology studies, lab studies in excess of the \$60 per day per patient available through Harvard Catalyst, nutritionist support, DXA scans, and other related services.

CTREC allocated \$300,000 to be used for this purpose in the present fiscal year. *The goals of the program are:*

- To foster high-quality clinical and translational research by talented junior investigators.
- To give departmental leaders a greater voice in determination of whom to support for use of limited CTREC funds (Of course, Departments may always choose to support junior investigators aside from, or in addition to, the match).
- To help bridge the gap in support at the Clinical and Translational Study Unit (CTSU) which arose after GCRC grant funding became unavailable for ancillary tests in January 2009.

Conditions required for receipt of matching funds:

1. Investigators must be at the rank of Instructor, Assistant Professor or Associate Professor
2. A Divisional or Departmental cost center must be identified to provide the investigator's departmental share of the match. The Division or Department Chief or his/her designee (for example, a departmental research manager) must sign off on the request.
3. The protocol must be active or ready to activate (past IRB approval) to request matching funds.
4. In general, the candidate should not yet have achieved R-01 or equivalent support for the trial, since this implies grant funds should or could have been available for support.

SPECIFIC INSTRUCTIONS CHECKLIST

A complete application will include:

1. [] Application page filled out and signed by candidate and chief.
2. [] Candidate's up-to-date biosketch in 4-page NIH format (including titles of other support).
3. [] Letter of support from candidate's Division or Department chair (or his/her designee). This should be a brief (less than 300 word) note of support for both the candidate and the project.
4. [] Protocol Schema (i.e. the menu and schedule of test and procedures required for the study)
5. [] Budget, noting number of subjects (total) and number remaining to be studied, and the time frame and expected annual accrual.
6. [] Attach investigator's statement (not to exceed a half page) explaining why funds are needed.

Up to \$20,000 may be requested from CTREC (i.e. \$40,000 total support including departmental match), but smaller requests are welcome and in no case can the request be more than the entire ancillary costs of the study. When matching funds are granted, the *study tracking sheet* for clinical research billing will be amended to provide the new cost center created for study procedures. CTSU Administrative Director Colette Hendricks will oversee study expenditures by this method. Tracking sheet reconciliation is the responsibility of the investigator and his/her study team or financial manager.

Investigators and their chiefs will be informed of decisions about matching funds by Dr. Ellis Neufeld, CTREC committee member and CTSU Program Director.