

The Center for Child Injury Prevention Studies (CChIPS)

Request for Proposals for Faculty Research

RFP Title: “Child Injury Prevention Research”

RFP Number 2010 F - 001

1 Introduction

1.1 About CChIPS

The Center for Child Injury Prevention Studies (CChIPS) is an Industry/University Cooperative Research Center (I/UCRC) catalyzed by the National Science Foundation (NSF). For more information about National Science Foundation and this program, please go to: <http://www.nsf.gov/eng/iip/iucrc>. The collaboration between industry and academe promotes new research projects and leverages shared expertise and resources. Financial support for the research comes from CChIPS member companies, the National Science Foundation, and others. The Children's Hospital of Philadelphia (CHOP) and the University of Pennsylvania (Penn) provide both intellectual and capital resources. For more information on CChIPS and previously funded projects, please go to: <http://www.chop.edu/cchips>

1.2 CChIPS Mission Statement

The CChIPS mission is to advance the safety of children by conducting scientific research on the prevalence and predictors of child injury, and evaluation, development, testing, and dissemination of commercial technology and public education programs for prevention of injuries.

1.3 Project Description

Researchers should propose projects that are consistent with the CChIPS mission. Projects should be relevant to the needs of industrial efforts to promote child and youth safety and should focus on short-term impact on current issues. The scope of the research projects should fall into the following categories:

1. Injury biomechanics, mechanisms, and tolerance.
2. Technological solutions for injury prevention– design, development and testing.
3. Human interaction with and behavior related to safety technology.
4. Education about and promotion of safety.
5. Evaluation and cost effectiveness of safety devices or unsafe behavior modification programs.

1.4 Deliverables

Funded researchers are expected to deliver:

1. a project report presentation, which may include a poster session at each semi-annual CChIPS Industrial Advisory Board (IAB) meeting (to be held in Philadelphia) until the completion of the research
2. a draft final report at the completion of the research to be reviewed by the IAB
3. a final report addressing the IAB comments of the draft final report

The Center for Child Injury Prevention Studies (CChIPS)

4. an institutional financial draft report.

Additional deliverables may be included in your proposal. The IAB may suggest additional deliverables and, if the researcher is agreeable, the suggested deliverables will become part of the requirements.

1.5 Project Duration

Projects should not last more than two years, and priority will be given to projects with duration of one year or less. Funding will be guaranteed only for one year at a time.

1.6 Project Budget

The budget for individual projects shall not exceed \$100,000 per 12 months. Priority will be given to projects with budgets under \$50,000 per 12 months. Budget expenditures for hardware and equipment (computers, test fixtures and equipment, manufacturing supplies) should be limited to \$5000 total, unless such hardware and equipment are a part of the deliverables in section 1.4.

As a condition of this award, please note that overhead and other indirect costs will not be paid.

2 How to Prepare and Submit a Proposal

2.1 Who may apply

At this time, CChIPS is accepting proposals from CHOP and Penn Faculty. Co- investigators need not be Penn or CHOP faculty. Proposals must be submitted officially through the Principal Investigator's (PI's) organization of employment.

Non-CHOP PI's and CHOP PI's with non-CHOP subcontractors responding to this RFP are required to submit the Faculty Proposal Title Page provided herewith (see Appendix 2) with institutional sign off from their respective sponsored programs office. As a condition of this award, please note that overhead and other indirect costs will not be paid.

The ultimate funding vehicle for successful applications from non-CHOP entities is a subcontract.

2.2 Letter of Intent

Researchers should submit a Letter of Intent (LOI) no more than two pages in length by August 28, 2009 by 5 p.m. Letters of Intent should be sent electronically to: harris@chop.edu. See section 2.3 for the LOI format. Investigators may submit up to two Letters of Intent per year. The decision on the LOI will be emailed to the PI by October 1, 2009. If accepted, the PI will be requested to submit a full proposal (Section 2.5).

2.3 Letter of intent Format

The CChIPS proposal abstracts should not exceed a maximum of two pages in length. The format should be as outlined below:

1. RFP Title

The Center for Child Injury Prevention Studies (CChIPS)

2. RFP Number
3. Working Title of the Proposed Project
4. Principal Investigator
 - Name, Position, Department, Organization
5. Co-Investigator(s)
 - Name(s), Position(s), Department(s), Organization(s)
6. Synopsis of the Proposed Project
 - Justification/support for study
 - How the proposed study supports the mission of CChIPS
 - Broad long-term objective of the proposed line of research
 - Goal of the proposed study
 - CChIPS research category addressed by study
 - Specific aims
 - Methods proposed
7. Deliverables
8. Estimated budget
9. Project duration
10. CChIPS proposal evaluation criteria checklist (Check all that apply. If a criterion will not be addressed by the study, include a brief explanation.)
 - Incorporates students
 - Duration of less than one year
 - Budget under \$50,000

2.4 Proposal Preparation

Researchers should consult the “CChIPS Faculty Proposal Submission Guide” as they prepare their proposal (see Appendix 1).

2.5 Proposal Submission

Only electronic proposal submissions will be accepted. Proposals, if requested, must be emailed to harrisp@email.chop.edu by February 1, 2010 by 5 p.m. Investigators may submit up to two proposals per year. Feedback will be provided to the PIs on their submission/s by February 12, 2010 and the final proposals are due March 1, 2010 by 5 p.m.

2.6 Confidentiality

Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the researcher, should be included in proposals only when such information is necessary to convey an understanding of the proposed project. Such information must be clearly marked in the proposal and be appropriately labeled with a legend such as,

"The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside the CChIPS review committee, except for purposes of review and evaluation."

Copies of the proposals will be distributed among the members of the CChIPS Proposal Review Committee and the IAB for the purposes of review and evaluation.

The Center for Child Injury Prevention Studies (CChIPS)

2.7 *The Proposal Review Process*

CChIPS proposals will be evaluated based on the following criteria:

1. Focus on children and youth – Problem being studied has a direct impact on the safety of children and youth (0-25 years)
2. Industrial relevance
 - a. Short-term/more immediate impact on current issues
 - b. Focus on existing or pending regulation, marketing of safety, product design or testing, or increasing use of safety products
 - c. Projects with industry wide-value
3. Intellectual merit
 - a. Novelty/creativity
 - i. Does the project employ novel concepts, approaches, or methods?
 - ii. Does the project challenge existing paradigms?
 - b. Methodological rigor
 - i. Are the design, methods, and analyses adequately developed, defined, and appropriate to answer the proposed research question?
 - ii. Does the proposal acknowledge potential problems and propose means by which to address them?
 - c. Feasibility/qualifications of team
 - i. Is the team appropriately trained and experienced to conduct the proposed research?
 - ii. Are the facilities adequate and institutional support given to ensure success of this project?
 - iii. Do the efforts listed on the project match the scope of work being done?
4. Broader impact on the common good
 - a. Does this study address an important problem?
 - b. How will this research lead to reduction of deaths and serious injuries?
 - c. How will scientific knowledge be advanced?
 - d. What will the effect be on the concepts or methods that drive this field?

Priority will be given to projects that incorporate students. At the Spring 2009 CChIPS IAB meeting (March 24-26, 2010), investigators will be required to present their proposals. The CChIPS Review Committee will make recommendations to Member Companies; however, final funding decisions rest with the Member Companies.

The Center for Child Injury Prevention Studies (CChIPS)

Appendix 1

Proposal Submission Guide for Faculty Research

1 Introduction

This guide describes the format and content requirements for Proposals submitted in response to Requests for Proposals (RFP) for Faculty Research issued by the Center for Child Injury Prevention Studies (CChIPS). This guide should not be used to prepare proposals in response to RFP's for Student Research. Please do not submit a proposal to CChIPS unless it is in response to a specific RFP. Unsolicited proposals will not be considered for review or funding.

2 Proposal Guidelines

The proposal shall consist of a title page followed by 9 sections in the following order: structured abstract, table of contents, project description, references cited, biographical sketches, budget, current and pending support, facilities equipment and other resources, and appendices. All pages, except for the title page shall be numbered with the format "X of Y" printed at the bottom of each page, where X is the number of the current page and Y is the total number of pages.

The font shall be Times New Roman #12 for the main text of the proposal. The margins shall be at least one inch wide on all sides. There is no restriction on the font for tables and figures, captions, footnotes, titles, and section headings; however, illegible text may lead to poor review results.

The format and content guidelines for the title page and each proposal section are described below in 2.1 through 2.10.

2.1 Title Page

Please complete the CChIPS proposal title page (see Appendix 2).

2.2 Structured abstract

A structured abstract shall include the following elements in no more than 500 words:

1. Context
2. Long-term Goal
3. Objective of the study
4. Hypothesis to be tested
5. Specific aims
6. Study design
7. Methods
8. Deliverables
9. Total cost
10. Project duration (in months)
11. Broader impact
12. Scientific merit

The Center for Child Injury Prevention Studies (CChIPS)

2.3 Table of Contents

The Table of Contents must include the page numbers of all sections listed below (2.4 through 2.10)

2.4 Project Description

The Project Description may not exceed 15 single-spaced pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 15-page limitation. The project description must be self-contained and URLs (Internet addresses) that provide information necessary to the review of the proposal should not be used.

2.5 Content

The Project Description should provide a clear statement of the work to be undertaken and must include:

1. objectives for the period of the proposed work and expected significance
2. relation to
 - longer-term goals of the PI's project
 - the present state of knowledge in the field
 - the work in progress by the PI under other support
 - work in progress elsewhere.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures and plans for preservation, documentation, and sharing of data, samples, physical collections, curriculum materials and other related research and education products.

2.6 Results from Prior Research Awards

Relevant research funded by non-CChIPS sources should be listed here. The following information must be provided:

1. the award name, amount and period of support
2. the title of the project
3. a summary of the results of the completed work. The Project Description Section may contain up to five pages to describe the results. Results may be summarized in fewer than five pages.
4. resulting publications

2.6.1 Unfunded Collaborations

Any substantial collaboration with individuals not included in the budget should be described and documented with a letter from each collaborator.

2.7 References Cited

Reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the Website address also should be identified. Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any

The Center for Child Injury Prevention Studies (CChIPS)

section of the proposal. While there is no established page limitation for the references, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page project description.

2.8 Biographical Sketches

A biographical sketch (limited to two pages) is required for each individual identified as senior project personnel. The following information must be provided in the order and format specified below:

1. 1 – 2 paragraph biography
2. Professional preparation
3. Appointments - a list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.
4. Publications - a list of:
 - Up to 5 publications most closely related to the proposed project; and
 - Up to 5 other significant publications
 -

Each publication identified must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the Website address also should be identified.

For unpublished manuscripts, list only those submitted or accepted for publication (along with most likely date of publication). Patents, copyrights and software systems developed may be substituted for publications. Additional lists of publications, invited lectures, etc., must not be included. Only the first ten will be used in the review of the proposal.

If faculty members have an already prepared, NIH- or NSF-style biosketch, this may be substituted for the CChIPS biosketch. However, a 1- to 2-paragraph text biography should be included for each faculty member.

2.9 Budget

Each proposal must contain a budget for each year of support requested, unless a particular program solicitation stipulates otherwise. The parent funding source does not allow indirect costs, so CHOP is unable to provide indirect costs to its subrecipients. A budget justification of no more than three pages should be included to document and justify the amounts requested in each category. All funding should be accounted in the following categories:

1. Salaries and wages
2. Equipment (less than \$5000)
3. Travel
4. Other Direct Costs
5. Cost Sharing

The Center for Child Injury Prevention Studies (CChIPS)

2.10 Current and Pending support

All current project support from other sources (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed. The proposed project and all other projects or activities requiring a portion of time of the PI and other senior personnel must be included, even if they receive no salary support from the project(s). The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months per year to be devoted to the project, regardless of source of support. The PI should also reveal whether any overlap exists with this proposed project. Similar information must be provided for all proposals already submitted or submitted concurrently to other possible sponsors, including NSF.

2.11 Facilities, Equipment and Other Resources

This section of the proposal is used to assess the adequacy of the organizational resources available to perform the effort proposed. Proposers must describe only those resources that are directly applicable to the proposed work in section 2.4.

2.12 Appendices

Appendices may include any other information pertinent to the proposal.

The Center for Child Injury Prevention Studies (CChIPS)

Appendix 2

<p>The Center for Child Injury Prevention Studies (CChIPS)</p> <p>Faculty Proposal Title Page</p>		
1. REQUEST FOR PROPOSAL TITLE AND NUMBER: Child Injury Prevention Research 2010 F -001		
2. TITLE OF PROJECT		
<p>3. PRINCIPAL INVESTIGATOR</p> <p>Name:</p> <p>Title:</p> <p>Affiliation:</p> <p>Telephone #:</p> <p>Email:</p> <p>Fax:</p>		
<p>4. CO- INVESTIGATOR(S) at institutions other than CHOP? If yes, please complete this section.</p> <p>Name:</p> <p>Title:</p> <p>Affiliation:</p> <p>Telephone #:</p> <p>Email:</p> <p>Fax:</p>		
5. PROJECT DURATION (IN MONTHS)	7. BUDGET*	
<p>8. ADMINISTRATIVE OFFICIAL WITH SIGN OFF AUTHORITY (For non-CHOP PI's and Co-Investigators)</p> <p>Name:</p> <p>Title:</p> <p>Telephone #:</p> <p>Email:</p> <p>Fax:</p>		
9. PRINCIPAL INVESTIGATOR ASSURANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.	SIGNATURE OF PI NAMED IN #3	DATE
10. ADMINISTRATION OFFICIAL ASSURANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with the CChIPS terms and conditions if a grant is awarded as a result of this application.	SIGNATURE OF OFFICIAL NAMED IN #8	DATE

***As a condition of this award, please note that overhead and other indirect costs will not be paid.**