



Research Program

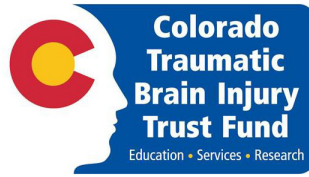
OVERVIEW

AND

APPLICATION GUIDE



Colorado Department of Human Services
Division of Vocational Rehabilitation
Traumatic Brain Injury Program
1575 Sherman Street, Fourth Floor
Denver, Colorado 80203



Vision

All Coloradoans affected by traumatic brain injury (TBI) will have access to available services and supports when needed.

Mission

The Colorado Traumatic Brain Injury (TBI) Trust Fund strives to support all people in Colorado affected by traumatic brain injury through services, research and education.

Background

The Colorado TBI Trust Fund was established by the Colorado Legislature in 2002 to provide direct services to individuals with TBI and to support education and research grants to increase understanding and awareness of TBI related issues and needs.

Pursuant to section 26-1-3, Colorado Revised Statutes, the Trust Fund earns revenue from surcharges collected on convictions related to traffic violations, including speeding, driving under the influence of alcohol or drugs (DUI), DUI per se, driving while one's ability is impaired by alcohol or drugs (DWAI), habitual user, underage drinking and driving (UDD) and the children's helmet law. Gifts, grants and donations are also welcomed and appreciated.

Administration and management of the Trust Fund are provided by the Colorado Department of Human Services' TBI Program, housed within the Division of Vocational Rehabilitation. The Colorado TBI Trust Fund also has a governor-appointed board of directors made up of volunteers from the statewide community with experience or interest in TBI. The TBI Program works closely with the Trust Fund Board and contracts with various public and private agencies to accomplish the Trust Fund's goals.

Research Program

A minimum of twenty-five percent of Colorado TBI Trust Fund dollars are dedicated to the Research Program, which awards grants to support research in Colorado related to the treatment and understanding of TBI, including: the basic or clinical science of TBI, TBI related health services research and delivery, and other quantitative or qualitative studies relevant to TBI. Through its Research Program, the Trust Fund intends to facilitate the acquisition and advancement of new knowledge regarding TBI, to improve the evidence base upon which the care of persons with TBI is predicated, and to encourage the development and growth of the TBI research field in Colorado.





Due to an increase in the number of eligible proposals submitted in 2009, a queue was established of projects awaiting awards from the Research Program. The program was thus closed to new applicants and redeveloped to address the growing demand for funding. The goals in doing so were to create a structure that would facilitate the Research Program's purpose, provide clear and equitable application and evaluation processes, best meet applicants' needs within the state fiscal system and ultimately ensure the TBI Trust Fund's support of the highest possible quality of scientific research. The resulting changes are reflected in this guide and new applications are invited.

Using the Application Guide




This publication is designed to inform prospective applicants about the Research Program and guide applications for support. It is recommended that you read the guide in entirety before beginning to prepare your proposal.

The material is divided into four parts, as outlined in the table of contents on the following two pages. Part One presents an overview of the program with facts you will need in deciding if the Colorado TBI Trust Fund Research Program is right for you, including our purpose, focus, eligibility requirements, grant types and scopes, allowable expenses and payment structure. Part One also provides information on the review process, evaluation criteria, submission, dissemination and publicity requirements. Part Two explains the process for submitting a letter of intent. Part Three contains detailed application instructions and descriptions of the information to be included in each section of your proposal. In Part Four you will find application checklists, timelines and information on obtaining additional assistance.

Throughout the guide, icons are used to draw your attention to the following key pieces of information.

	Tip	Idea or suggestion for formulating your research plan or preparing your proposal.
	Due Date	Essential submission deadline, after which materials received are ineligible for funding consideration. All deadlines are presented in U.S. Mountain Time.
	Notice	Critical piece of information that if overlooked may cause misunderstanding or error.
	Page Limit	Submission must comply with specified page limit or will be returned without review.

Your complete application will include a combination of narrative, forms and attachments, identified as follows.

	Narrative	Information is to be included in the narrative portion of your proposal and is counted toward the Research Plan page limit.
	Form	Submission of a specified form is required. The necessary documents are provided as supplements to this guide. Forms are referenced by the letter F and a number (F.1, F.2, etc.), and are to be labeled as described within.
	Attachment	Material is to be submitted as an attachment. Attachments are referenced by the letter A and a number (A.1, A.2, etc.), and must be labeled as noted in the enclosed instructions.

We are thrilled to partner with investigators across the state, who are working to improve the future for Coloradoans with TBI and look forward to receiving your application!

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PART ONE: PROGRAM OVERVIEW



1.1 Purpose

The Colorado TBI Trust Fund Research Program awards grants to support research in Colorado related to the treatment and understanding of traumatic brain injury. Through its Research Program, the Trust Fund intends to facilitate the acquisition and advancement of new knowledge regarding TBI, to improve the evidence base upon which the care of persons with TBI is predicated, and to encourage the development and growth of the TBI research field in Colorado.

1.2 Focus Areas

Research supported by the Colorado TBI Trust Fund must focus on scientific questions related to the understanding and treatment of TBI in one of the three following categories.

Basic Science

Examples: mechanisms of neuroplasticity following TBI; mechanisms of cell death and rescue following TBI; neurogenetics of TBI.

Clinical Science

Examples: pharmacological or nonpharmacological interventions for the purpose of neuro-protection or the treatment of cognitive, emotional, behavioral or neurological problems following TBI; studies involving either novel or existing pre-therapeutic, therapeutic or rehabilitation approaches.

Health Services and Outcome Research

Examples: the effects of TBI on developmental transitions across the lifespan; identification of gaps in the types and availability of healthcare services for persons with TBI; and the effects of intervention or rehabilitation on long-term outcome following TBI.

1.3 Eligibility Requirements

1.31 Institution

The Research Program supports only the development and execution of projects in Colorado. Furthermore, grant funding is awarded to the institution administering the grant and not the investigator. In order to be eligible, the public or private institution from which the application is made must have an established grants, sponsored programs or contracts administrator or department. This requirement is in place to protect the integrity of the funding and administration process for both the Research Program and the grantees. It is also hoped that this will foster collaboration between investigators in private practice and institutions with the established administrative infrastructure needed to successfully manage a research grant.

1.32 Human or Animal Subjects

The appropriate training and oversight in the responsible and ethical conduct of research involving human and animal subjects are the responsibilities of the institution from which the application is made. Application to the Research Program requires demonstration of review of the proposed protocol by an Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) with a Federalwide Assurance (FWA) number and written agreement for study oversight from said institution (section 3.24, Attachment 2). Awards are contingent upon assurance of IRB or IACUC approval.

1.33 Investigators

Applications from investigators of diverse backgrounds, including members of racial or ethnic minorities, women, persons with disabilities and representatives of rural communities are encouraged.

To be eligible for support from the Research Program, the principal investigator for the project described in the application must be based in Colorado and meet criteria in one of the following categories:

Experienced Investigators

The principal investigator must demonstrate prior successful experience conducting TBI research and/or has considerable methodological experience in neurological science. For the purpose of this program, *successful experience* is defined as publication of TBI and/or neurological science research findings in peer-reviewed scientific journals. Investigators whose prior research publications do not include findings specifically on TBI and/or neurological science research will not be regarded as having a history of prior successful experience conducting TBI and/or experience in neurological science and will be considered new, rather than experienced, investigators.

New Investigators

In the interest of encouraging the development and growth of the TBI research field in Colorado, Principal investigators without experience in the area of TBI and/or neurological science research (new investigators) are encouraged to make application for funding as well. For the purpose of this program, a *new investigator* is defined only in terms of experience in TBI and/or neurological science research. An investigator with 20 years of experience in other scientific areas but no experience in TBI and/or neurological science research and an investigator with no research experience at all would both be regarded as new investigators under this program. A new investigator must demonstrate establishment of a collaborative relationship with an investigator who has successful experience conducting TBI and/or neurological research, as defined above. That experienced investigator must serve as co-principal investigator for the proposed research project.

Applications made on such basis should describe the specific duties of the Co-PI in the proposed study and how his or her participation will facilitate success of the project and development of the PI as an independent investigator in this field (section 3.24, narrative). A letter from the Co-PI confirming his or her commitment to serve in this capacity must be included with the application (section 3.24, Attachment 1).



Great idea, but little experience?

Start by familiarizing yourself with the literature on related studies and previous findings which you might draw from or build upon. Consider potential challenges to your proposal, and determine the importance and prospective impact of your investigation. Once you've fine tuned your research question, identify experts in your area of interest with previous success conducting TBI and/or neurological research, who may be willing to serve as your Co-PI. Your search might include authors of note from your literature review, past and current Research Program grantees (visit www.tbicolorado.org), and brain injury-related departments in Colorado's hospitals, universities, government, businesses and non-profit agencies. Such organizations' websites often provide staff biographies, including research projects, publications and interests. Rehabilitation, mental and behavioral health, health and human services, and medical (especially neuro-related) departments are good places to start. Consider this an exciting opportunity to establish a relationship with a potential mentor, whose knowledge and experience will benefit your study and whom you may learn from and collaborate with throughout your research career.

Investigators must disclose all actual or potential conflicts of interest relevant to the proposed project, including financial relationships (ownership, stock, employment, consulting or independent contractor relationships) with any equipment, device, materials or pharmaceutical company. A signed statement from each research team member regarding conflicts of interest (section 3.24, Form 4) must be submitted with the application.

If at any point during the application process or execution of a study supported by the Research Program an investigator leaves the project or is replaced by another investigator, the TBI Program Director must be notified immediately. A biographical sketch of the incoming investigator, a signed conflict of interest disclosure, and a letter of commitment (if serving as Co-PI) are to be submitted along with an explanation of the reasons for the change. The Research Program will assess the impact of the change on potential or existing funding at that time.

1.4 Fiscal Considerations

1.41 Grant Cycle

Proposals are accepted and awards granted on an annual basis according to the deadlines set forth in this guide. The funding cycle begins on July 1, according to the state fiscal calendar.

1.42 Allowable Expenses

The Research Program supports both direct costs and a maximum of 25% institutional indirect costs, including the following:

- Salary, wages and fringe benefits for key personnel or other essential staff;
- Consultant, contract services or consortium costs;
- Travel expenses;
- Participant support costs;
- Acquisition, care or use of experimental animals;
- Data processing or computer services;
- Equipment, materials or supplies;
- IRB or IACUC fees;
- License fees;
- Rental or user fees;
- Publication or dissemination costs;
- Facilities and administrative costs (indirect costs).

Justification for the requested funds is to be provided in the Fiscal Responsibility section of the research plan (section 3.24, narrative). A budget overview (section 3.24, Form 5), detailed budget (section 3.24, Attachment 4) and letter from the institution describing the indirect cost rate to which awards are subject (section 3.24, Attachment 5) must also be included with the application.

Grant funds may only be used for execution of the proposed research and all costs are subject to review.

If during the course of a supported project the amount of any budget line item differs from that presented in the application by 25 percent or more, a revised budget must be submitted to the TBI Program Director for the Research Program's review and approval.

1.43 Payment Structure

The Research Program's funding structure is organized in terms of modules, each with a \$25,000 direct cost maximum plus the amount of related indirect costs (**maximum of 25%**). The number of billable modules is determined by the grant request amount and project type, as outlined in section 1.5.

These guidelines must be considered when developing a timeline for the proposed study, to be reflected in the modular budget and billing schedule submitted with the proposal (section 3.24, Form 6). If approved for an award, the schedule will be included in the contract and the study will be funded accordingly.

Successful applicants receive module one funds at the beginning of the grant cycle in order to facilitate project start-up. Funding for subsequent modules may be requested upon submission of a modular billing report demonstrating depletion of at least 75 percent of the previous direct cost payment. (Grantees are provided with forms to be used for this purpose.) Payments must be requested according to the modular budget and billing schedule and the contract, due to the expiration of state appropriations at the end of each fiscal year. Extenuating circumstances should be reported directly to the TBI Program Director. However, based on the Research Program budget, funds may or may not be able to be rolled into earlier or following years.

1.5 Mechanisms of Support

The Colorado TBI Trust Fund Research Program offers three types of grants (I, II and III), intended to support studies with a range of scopes, terms and funding requirements.

Applications for all three mechanisms are evaluated on the same criteria and only meritorious proposals of any type are considered for support. However, in the interest of encouraging the development and growth of the research field in Colorado, there are differences in the review processes, revision and award policies. Types I and II proposals are reviewed on the basis of individual merit and eligible projects are considered for support in the order applications were received. Under these two mechanisms, revisions to letters of intent or applications may be invited at the Research Program's discretion. Type III letters of intent and applications, to be submitted only by investigators with considerable experience, undergo competitive evaluation and are not allowed revision within the same funding cycle.

The specifications of each grant type are outlined in the following sections. Applications should be organized to conform to one of these three types. Please read each carefully, noting the differences in parameters, page limits and submission deadlines.

Questions about which grant type best suits your project may be directed to the TBI Program Director prior to preparing your proposal.

1.51 Type I

This type of grant award supports small research projects that can be carried out in a short period of time with limited resources. Examples of Type I projects include: pilot or feasibility studies; secondary analysis of existing data; small, self-contained projects; development of new research methodology; and development of new research technology.

Type I parameters:

Funding Period Up to two years

Total Budget \$100,000 direct costs maximum, plus a maximum of 25% indirect costs

Annual Budget \$50,000 direct costs maximum, plus indirect costs

Modules Maximum of four modules over the two year period
No more than two modules per year

Use/Limitations A doctoral student may not apply for support of thesis or dissertation research, but support may be used to assist a student as a co-investigator or research assistant when the work is within the scope of a Type I grant



Letter of Intent Submission is required by June 1 at 5:00 p.m.
Unacceptable letters are returned to applicants with feedback
One revision may be invited within the same funding cycle
Revised letter of intent is due by July 22 at 5:00 p.m.



Application Accepted by invitation only before November 7 at 5:00 p.m.
Eligible proposals are considered for funding in the order received
One revision may be invited within the same funding cycle
Revised application is due by February 15 at 5:00 p.m.



Page Limits Letter of intent may be up to two pages in length (section 2.2)
Each biosketch may be a maximum of five pages (section 2.2, Form 1)
Research plan may not exceed twenty pages (section 3.1)

Evaluation Merit based evaluation by a panel of three independent external reviewers
An application receiving 75 out of 100 points is eligible for support

Awards Based on the order in which eligible applications were received and the availability of funds
Determinations are made for original applications by February 1 and for revised applications by March 15
Contract process begins upon award notification and full execution is required prior to the July 1 project start date for payments to begin

Start Date Grant funding begins on July 1, in accordance with the state fiscal calendar, and follows the modular budget and billing schedule included in the contract






Submit Early

Types I and II proposals are evaluated on the basis of individual merit and considered for funding in the order received. Once invited, submit your application as soon as possible to ensure your best chance at receiving an award.

1.52 Type II

The Type II grant is intended to encourage exploratory and novel research projects by providing support for the early and conceptual stages of development. These studies should break new ground or extend previous discoveries toward new directions or applications. Preliminary data are not required, but may be included if available. For example, a Type II project could assess the feasibility of a novel area of investigation or a new experimental system that has the potential to enhance TBI research and clinical care.

Type II parameters:

Funding Period	Up to two years
Total Budget	\$300,000 direct costs maximum, plus a maximum of 25% indirect costs
Annual Budget	\$150,000 direct costs maximum, plus indirect costs
Modules	Maximum of twelve modules over the two year period No more than six modules per year
 Letter of Intent	Submission is required by June 1 at 5:00 p.m. Unacceptable letters are returned to applicants with feedback One revision may be invited within the same funding cycle Revised letters of intent are due by July 22 at 5:00 p.m.
 Application	Accepted by invitation only before November 7 at 5:00 p.m. Eligible proposals are considered for funding in the order received One revision may be invited within the same funding cycle Revised application is due by February 15 at 5:00 p.m.
 Page Limits	Letter of intent may be up to two pages in length (section 2.2) Each biosketch may be a maximum of five pages (section 2.2, Form 1) Research plan may not exceed twenty pages (section 3.1)
Evaluation	Merit based evaluation by a panel of three independent external reviewers An application receiving 75 out of 100 points is eligible for support
Awards	Based on the order in which eligible applications were received and the availability of funds Determinations are made for original applications by February 1 and for revised applications by March 15 Contract process begins upon award notification and full execution is required prior to the July 1 project start date for payments to begin
Start Date	Grant funding begins on July 1, in accordance with the state fiscal calendar, and follows the modular budget and billing schedule included in the contract






Submit Early

Types I and II proposals are evaluated on the basis of individual merit and considered for funding in the order received. Once invited, submit your application as soon as possible to ensure your best chance at receiving an award.

1.53 Type III

The Type III mechanism is intended to support a discrete, specified, circumscribed project to be performed in an area representing the investigative team's specific interest, expertise and demonstrated competencies within the Colorado TBI Trust Fund Research Program's purpose and focus categories. Applications must be predicated on substantial prior successful research by the investigators in the area of project focus. Type III projects are of larger scope and complexity than Types I or II. Long-term projects or projects designed to increase knowledge in well-established areas are appropriately developed as Type III proposals. Successful applications must state clearly the manner in which the proposed research is likely to enhance TBI research and clinical care.

Type I parameters:

Funding Period	Up to five years
Total Budget	\$1,250,000 direct costs maximum, plus maximum of 25% indirect costs
Annual Budget	\$250,000 direct costs maximum, plus indirect costs
Modules	Maximum of fifty modules over a five year period No more than ten modules per year
 Letter of Intent	Submission is required by June 1 at 5:00 p.m. Unacceptable letters are returned to applicants with feedback Revised letters of intent are not accepted within the same funding cycle
 Application	Accepted by invitation only before October 3 at 5:00 p.m. Revised applications are not accepted within the same funding cycle
 Page Limits	Letter of intent may be up to two pages in length (section 2.2) Each biosketch may be a maximum of five pages (section 2.2, Form 1) Research plan may not exceed twenty-five pages (section 3.1)
Evaluation	Competitive evaluation by a panel of three independent external reviewers Proposals compared and ranked for funding recommendation Must score a minimum of 80 points to be considered for funding
Awards	One Type III grant may be awarded per funding cycle, depending on the quality of submissions and the availability of funds Applicant notified of determination by February 1 Contract process begins upon award notification and full execution is required prior to the July 1 project start date for payments to begin
Start Date	Grant funding begins on July 1, in accordance with the state fiscal calendar, and follows the modular budget and billing schedule included in the contract

1.6 Submission Requirements

1.61 Formatting

Letters and applications to the Research Program must be presented in clear, legible black type on standard 8.5 by 11 inch pages, formatted with margins of at least one inch (on the top, bottom and sides). Acceptable fonts include Times New Roman, Arial, Palatino and Helvetica of 11 points or larger, no less than single-spaced.

Submissions must include the appropriate combination of narrative, forms and attachments, as described in Parts Two and Three of this publication. Photographs, charts, tables and items other than the named forms and attachments must be included in the body of the proposal. Otherwise fixed or loose items will not be considered with the application and authors must adhere to the page limits specified herein. The required forms are provided as supplements to this guide and are easily completed in Microsoft Word by pressing tab to advance through the form fields. On those including budgetary information, totals will automatically calculate. Upon completion, each form is to be saved in Portable Document Format (PDF).

Electronic Files

All documents, including the letter of intent, application, related forms and attachments, are to be formatted for electronic submission. Files must be saved in Portable Document Format (PDF) and clearly labeled with the PI's surname, the application year and an identifier (LoI, Research Plan, form or attachment number), as described in Parts Two and Three. The required documents are to be attached in the order outlined on the checklists in section 4.2.

Printed Documents

Application materials, including the narrative, forms and attachments, must also be printed for delivery by post. Postal submission is to include one hard copy of the complete application with original signatures printed single or double sided, as the applicant sees fit. Components of the proposal must be clearly labeled and presented in the order stipulated on the application checklist (section 4.22).

Failure to comply with the above formatting requirements will result in the return of materials without review.

1.62 Delivery

Letter of Intent

The letter of intent and related forms are accepted by electronic mail only. The required PDF files, attached in the order mandated by the LoI checklist, must be delivered together by the deadlines in this guide. Timely submission is determined by date and time stamps assigned by the State of Colorado's e-mail system upon delivery.

Application

The application components, including narrative, forms and attachments, are to be sent electronically as PDF documents, attached in the order prescribed by the application checklist (section 4.22) and delivered together by the deadlines listed in this guide. If complete electronic submission is prohibited by file size, consecutive e-mail messages will be accepted. Timely delivery is determined by date and time stamps assigned by the State of Colorado's e-mail system upon receipt.

In addition, the complete hard copy of the application with original signatures must be mailed by the specified deadline. Proof of timely mailing consists of a legible time and date stamped postmark from the U.S. Postal Service or a time and date stamped receipt from either the U.S. Postal Service or a commercial carrier. Private metered postmarks are not acceptable.



The application is to be submitted electronically **and** by post. A complete application must be delivered by e-mail **and** postmarked for mailing by the appropriate deadlines, and will not be processed until **both** the electronic files and hard copy have been received.

Delivery Addresses

Submissions to the Research Program are to be addressed to the attention of the TBI Program Director, Ms. Judy Dettmer, for delivery to the following addresses:



Electronic Mail

CO.TBIprogram@state.co.us



Postal Delivery

Ms. Judy Dettmer
Colorado Traumatic Brain Injury Trust Fund Research Program
Division of Vocational Rehabilitation
Colorado Department of Human Services
1575 Sherman Street, Fourth Floor
Denver, Colorado 80203

Receipt Confirmation

Receipt of materials will be confirmed by e-mail within 24 business hours of delivery. Incomplete submissions and items received after the appropriate deadlines will be returned without review.

1.63 Changes

The Research Program will not be responsible for making additions or adjustments to application material, and items will be forwarded for evaluation as received. Should an applicant realize an omission or wish to make a revision to previously submitted material, he or she may request permission from the TBI Program Director to retract the application and submit a new proposal. Such requests will only be considered and accepted prior to submission deadlines. Additions or revisions will not be accepted as supplements or replacements to items originally submitted. Rather, a complete, intact LoI or application must be received, including the desired changes. Types I and II applications will be prioritized by the date and time that the latest versions are received and postmarked.

1.7 Evaluation

A request for support from the Colorado TBI Trust Fund Research Program begins with a letter of intent (LoI) to submit application. This is the first level of evaluation, as the letter is reviewed for content (section 2.2) and relevance to the Research Program's purpose and focus (sections 1.1 and 1.2), upon which a decision is made to invite or deny application.

The Research Program solicits independent external reviews of all invited applications. Evaluators are nationally or internationally recognized experts in TBI research, without existing collaborative or consulting relationships with investigators on the proposed projects. Applicants are required to submit the names of four (or more) independent external reviewers qualified to offer expert review of the proposed project, with whom they have no existing collaborative or consulting relationships. After evaluating the suitability of the applicants' recommendations, the Research Program may or may not solicit reviews from these individuals. Selected evaluators are required to affirm the absence of conflicts of interest and assure strict confidentiality and nondisclosure of the information submitted for their review. They are then assigned to a three member panel to provide scores and feedback of each proposal, on which award determination is based.

1.71 Evaluation Process for Types I & II Proposals

In response to his or her letter of intent, an applicant may be invited to submit a full proposal for Type I or Type II research support. Those who are denied application initially will be provided feedback and may be allowed, at the Research Program's discretion, to submit one revised letter regarding a Type I or II project within the same funding cycle.

Invited Type I and II applications are submitted to a three member panel and evaluated one at a time, based on the merit of each individual project. The proposal is first appraised by each reviewer independently. The panel members then participate in a conference, including presentation of preliminary evaluations and discussion of technical merit and score discrepancies. Based on this exchange, each reviewer assigns the proposal final scores, providing rationale for any changes from his or her preliminary ratings. The average of the three final overall scores determines a project's eligibility for funding. Types I and II projects receiving an average of 75 points or higher are considered for awards in the order in which applications were received.

Ineligible applicants will receive copies of the evaluators' scores and feedback. If funds remain in the budget after all eligible projects have been granted awards, the Research Program may choose to invite revisions of these proposals. If so, revised applications will be evaluated as described above, and those receiving eligible scores will be considered in the order in which the original applications were received.

1.72 Evaluation Process for Type III Proposals

In response to a letter of intent, an applicant may be invited to submit a full Type III proposal. As applicants proposing Type III projects are expected to have enough experience to present a thorough and relevant letter, revised letters of intent to submit Type III applications are not accepted within the same funding cycle. Those denied application are provided feedback upon which to base a new letter the following year, if so desired.

Invited applications for Type III support are submitted to a three member panel for competitive evaluation. The proposals are first evaluated one at a time by each reviewer independently. The panel members then participate in a conference, including presentation of their preliminary evaluations and discussion of technical merit and score discrepancies. Based on this exchange, each reviewer assigns the proposal final scores, providing rationale for any changes from his or her preliminary ratings. Type III applicants must score 80 points or higher to be considered for funding. Once all applications are scored, the group discusses their comparative merits and ranks them based on the panel's overall enthusiasm about each project. The top ranked proposal is recommended for the Research Program's funding consideration. One Type III award may be granted per funding cycle.

1.73 Evaluation Criteria & Scoring

While the review process is dependent on project type, as described above, the evaluation criteria are the same for all proposals (Types I, II and III). Applications are evaluated on eleven criteria in four technical categories, the importance of which are reflected in various point assignments, for a total possible score of one hundred points. The technical categories, evaluation criteria and scoring system are outlined in the table on the following page.

The preliminary and final scores and commentary from each reviewer are shared with applicants upon notification of award determination. The feedback received may be used in revising the application or in developing a future project.

Relevance

POINTS 10

Fit

5

- Connection between proposed project & Research Program's purpose & focus areas

Significance

5

- Familiarity with historical background & related studies or activities in the field
- Thorough review of relevant literature
- Importance of proposed study in addressing a TBI related problem, barrier or gap
- Potential contribution to knowledge, evidence base, understanding or treatment of TBI

Research Design & Methods

55

Conceptual Framework & Innovation

10

- Conceptual model or theoretic framework
- Operational definition of applicable concepts or terms
- Proposed challenge or shift of current paradigms, if applicable
- Refinement, improvement or novel application of theoretical concepts, approaches, methodologies, instrumentation or interventions

Implementation & Methodology

35

- Implementation plan, including: aims, objectives & hypotheses
- Experimental design, including: subject selection, sampling strategies & recruitment; measurement tools & procedures; data collection methods & management; analytic plan & power analysis
- Potential for the overall strategy, methodology & analysis to accomplish the specific project aims
- Specification of scope & presentation of timeline

Monitoring & Evaluation Plan

10

- Presentation of potential problems, limitations, alternative strategies & benchmarks for success
- Ongoing monitoring of organizational processes, program evaluation & improvement plans

Capacity

25

Investigators

10

- Colorado-based PI with prior *successful experience* (defined as publication of TBI and/or neurological research in peer reviewed scientific journals) or evidence of significant commitment from Co-PI with said experience
- Qualifications, training & expertise of key personnel, including demonstrated competence & ongoing record of accomplishments that have advanced the TBI and/or neurological field
- Qualifications of consultants & contractors
- Roles of key personnel & ability of team to successfully accomplish project aims

Environment

5

- Evidence of support from a Colorado-based institution with the required administrative infrastructure
- Adequacy of physical resources & suitability of equipment
- Evidence of IRB's or IACUC's receipt of project protocol & schedules review, if applicable
- Ability for successful completion of study in scientific environment

Collaboration

5

- Relevance & commitment of proposed partners
- Consortium plan, if applicable
- Potential for collaborations to contribute to completion of proposed aims

Fiscal Responsibility

5

- Propriety of budget items & related costs
- Extent to which total amount requested is reasonable in relation to objectives, design & potential significance
- Feasibility of completion of the project within the proposed budget

Impact

10

Translational Value

5

- Potential for changing concepts, methods, services, treatments, technologies or interventions in the TBI field
- Inclusion of clinical relevance, potential strategies or suggestions for further research, if appropriate
- Contribution to future research project development, if applicable

Dissemination Plan

5

- Communication of findings to diverse audiences to increase public awareness, promote translation & further research
- Consideration of how & by whom findings will best be used & plan for widespread distribution in usable formats

TOTAL POINTS 100

1.8 Supported Projects

1.81 Availability of Funds



Colorado TBI Trust Fund revenue is dependent upon surcharge collections and the legislative appropriations process. Support of eligible projects is contingent on the availability of funds. Grants are awarded at the Research Program's discretion. The Research Program reserves the right to make awards in less than the amounts requested if proposed costs are in excess of those deemed reasonable and necessary.

Applicants are notified of award determinations on original proposals by February 1 and on revised proposals by March 15. All supported projects are scheduled to begin on July 1, according to the state fiscal calendar. Grantees are expected to follow the timelines and related modular budget and billing schedules presented in their applications. If prevented from doing so by unexpected circumstances, the PI is to contact the TBI Program Director immediately. However, due to Research Program budget limitations and state fiscal restrictions, funds may not be able to be remitted earlier than scheduled or rolled into the next grant year.

1.82 Contract Execution

Immediately following award notifications, the contract process for grantees begins. Full contract execution is required by July 1 for payments to begin. A delayed project start date may result in a decrease in year one grant funding.

1.83 Reporting Requirements

As described in section 1.43, payments are remitted throughout the study period upon submission of modular billing reports demonstrating depletion of at least 75 percent of the previous direct cost payment. Grantees will be provided with modular billing report forms for this purpose. Payment requests are to correspond with the modular budget and billing schedule included in the application and contract.

In addition, continued project support requires biannual progress reports documenting satisfactory work toward the study aims. Reports should reflect the project timeline included in the application and correspond with the modular billing reports submitted.

Within 30 days of project completion, a final report including study findings is to be submitted to the TBI Program Director. So as not to prevent the publication of the research findings in peer reviewed scientific journals and similarly appropriate channels, the final report will initially be held internally. Once findings are published and otherwise disseminated as planned, the report will be posted to the Research Program's website for public viewing.

1.84 Dissemination

It is the Research Program's philosophy that proper dissemination of findings is essential to the festinate translation of research into knowledge, therapy, interventions, or technology to improve the treatment and understanding of TBI. In this interest, an application must provide a comprehensive dissemination plan, which facilitates the distribution of findings in usable formats to diverse and appropriate audiences (section 3.25, narrative).

Principal investigators must remit copies of manuscripts submitted for publication to the TBI

Program Director and notify her of their approval. Investigators are also encouraged to submit papers on Trust Fund supported studies for presentation at professional conferences within and outside the state. The PI must provide references to articles, presentations and other dissemination of study findings for posting to the Research Program's website.

In addition to the dissemination activities set forth in the proposal, the Research Program may request a poster on each funded project for presentation at relevant conferences.

1.85 Publicity

Publicity is a vital part of the Colorado TBI Trust Fund's efforts to raise program awareness and secure future funding. On occasion, a grant holder may be asked to give a presentation on his or her research or to testify as to the importance of these funds. Supported projects may be featured in Department of Human Services, Division of Vocational Rehabilitation or Colorado TBI Trust Fund reports or publications, and principal investigators may be asked for statements regarding studies or awards to be used in press announcements. Press calls will be screened by the TBI Program and will never be directed to investigators without first being discussed with them.

Publications, posters, presentations, products and other tools or materials resulting from research funded entirely or in part by this program must contain an acknowledgement, such as, "Supported by the Colorado Traumatic Brain Injury Trust Fund Research Program". Organizations receiving an award must also recognize the Trust Fund Research Program in annual reports, accounts and any other publicity materials, including advertisements for jobs as a result of grant funding. Copies of such are to be forwarded to the Program Director.

PART TWO: LETTER OF INTENT



2.1 Purpose of Letter of Intent

A request for support from the Colorado TBI Trust Fund begins with a letter of intent to submit application, authored by the PI. The primary purpose of the LoI is to present a concise overview of the proposed project, for the Trust Fund Research Program's consideration in inviting full applications.

In the interest of encouraging the growth of Colorado's research field, feedback is provided on each LoI, which may assist less experienced investigators in developing quality proposals. At the program's discretion, authors may be invited to revise letters regarding Types I and II projects. As applicants proposing Type III projects are expected to have enough experience to present thorough and relevant letters, revisions to these are not accepted within the same grant cycle. However, feedback may be used in revising the letters for submission the following year.

The LoI also acts as a preliminary screening mechanism, allowing the Trust Fund to gauge the number and range of prospective applications, decrease spending on evaluation of inappropriate submissions, and begin the reviewer identification and recruitment processes.

2.2 Contents

2.21 Letter of Intent



The letter of intent is to be addressed to the attention of the TBI Program Director, Ms. Judy Dettmer, and must include the following information:

- Title of the proposed project;
- Name of the sponsoring institution;
- Type of award sought (I, II or III);
- Correlation between the project and the Research Program's purpose and focus areas (Basic Science, Clinical Science, Health Services & Outcome Research);
- Outline of the background and significance of the proposed research;
- Clearly stated hypotheses to be tested;
- Methods to be employed in the study;
- Access to the populations under study, when applicable;
- Backgrounds of the PI, Co-PI and relevant investigators;
- Description of available research and administrative resources;
- Collaborative relationships germane to the proposed research;
- Assessment of feasibility within the limits of requested funding.



The letter may not exceed two pages in length and must be labeled with the PI's surname, the application year and LoI (i.e. *Smith 2011 LoI*). If a revised within the same application year, a parenthetical letter R is to be added to the file name (i.e. *Smith 2011 LoI (R)*).

2.22 Forms

The letter of intent must be accompanied by two forms. The required forms are provided as supplements to this guide and are referenced by the letter F and a number (F.1, F.2, etc.) For electronic submission, completed forms are to be saved as PDF files and labeled with the PI's surname, the application year, LoI and reference number. If revised, add a parenthetical letter R to the file name (i.e. *Smith 2011 LoI F.2 (R)*).



F.1 Biographical Sketch



A biographical sketch of the PI, Co-PI and other relevant investigators should be included with the letter of intent, using Form 1. Each biosketch may be no longer than five pages and must be labeled with the PI's surname, the application year, LoI F.1 and the surname of the investigator identified on the form (i.e. *Smith 2011 LoI F.1 Doe*).



F.2 Qualified Evaluators

Also to be submitted with the LoI is a list of independent external evaluators qualified to offer expert review of the proposed project, with whom the applicants have no existing collaborative or consulting relationships. Information on four or more such individuals must be provided on Form 2. The form is to be saved as a PDF file, labeled with the PI's surname, application year and F.2 (i.e. *Smith 2011 LoI F.2*).

The suitability of the identified reviewers will be assessed and the Research Program may or may not solicit evaluations from these individuals. Each of those chosen for our panels will be required to complete a statement affirming the absence of conflicts of interest in the review process.

2.3 Letter of Intent Submission

The letter of intent is accepted by electronic mail only. The letter, Forms 1 and 2 are to be formatted as specified in section 1.6, attached in the appropriate order (letter of intent checklist, section 4.21) and submitted to CO.TBIprogram@state.co.us.

2.4 Letter of Intent Deadlines

The letter and related forms must be delivered, as described in section 1.62, by the following deadlines.

2.41 Types I & II



Letter of Intent June 1, 5:00 p.m.



Revised Letter of Intent July 22, 5:00 p.m.

2.42 Type III



Letter of Intent June 1, 5:00 p.m.

Incomplete, inappropriately formatted or late submissions will be returned to the applicant without review.

2.5 Invitation Determination

Based on the information contained in the letter of intent, the relevance of the proposed project and the Research Program budget, the Research Program will make a decision regarding the solicitation of a full research grant application.

2.51 Types I & II

The Research Program will respond to letters of intent to submit Type I and Type II proposals in one of three ways: invite full application, deny application within the current funding cycle or allow the author to revise the LoI based on the feedback received. The PI may expect to receive written e-mail notification of the Research Program's decision and feedback on his or her letter by July 8. At the Research Program's discretion, one revision may be invited within the same grant year. Decisions about revised letters will be made by August 15.

2.52 Type III

Authors of letters of intent to submit Type III proposals will either be invited to submit full proposals or denied application in the current funding cycle. The PI will receive written e-mail notification of the Research Program's determination and feedback on his or her letter by July 8. Revisions of Type III letters are not accepted until the following year.

PART THREE: INVITED APPLICATION



3.1 Organization

An application for support from the Colorado Traumatic Brain Injury Trust Fund includes a combination of narrative, forms and attachments. The organization of the requested information largely mirrors the technical categories and evaluation criteria described in section 1.73. Thus, the points assignments provide insight into the importance of the various application components.

3.11 Narrative

N The research plan must contain the following narrative components.

Introduction

- Scientific Abstract
- Lay Abstract

Relevance

- Fit
- Significance

Research Design & Methods

- Conceptual Framework & Innovation
- Implementation & Methodology
- Monitoring & Evaluation Plan

Capacity

- Investigators
- Environment
- Collaboration
- Fiscal Responsibility

Impact

- Translational Value
- Dissemination Plan



The narrative portion of the research plan is to be organized and labeled as outlined above. In a Type I or Type II application, the narrative may not exceed 20 pages. In a Type III proposal, the narrative may not exceed 25 pages.

The electronic version of the narrative must be labeled with the PI's surname, the application year and Research Plan (i.e. *Smith 2011 Research Plan*). If revised within the same application year, a parenthetical letter R is to be added to the file name (i.e. *Smith 2011 Research Plan (R)*).

3.12 Forms



The required forms are provided as supplements to this guide. All forms are referenced by the letter F and a number (F.1, F.2, etc.) For electronic submission, completed forms are to be saved as PDF files and labeled with the PI's surname, the application year, the reference number and the letter R if warranted (i.e. *Smith 2011 F.1 (R)*). Hard copies are to include original signatures. Both electronic and paper forms must be presented in numerical order, as outlined in section 4.2.

3.13 Attachments



Similarly, attachments are identified by the letter A and a number (A.1, A.2, etc.) Attachments are to be saved as PDF documents for electronic submission and must be labeled with the PI's surname, the application year, a reference number and the letter R when appropriate (i.e. *Smith 2011 A.1 (R)*). Both electronic and paper attachments are to be organized in numerical order, as described in section 4.2.

3.2 Contents

3.21 Introduction

Scientific Abstract



Provide a summary of the proposed project in 250 words or less.

Lay Abstract



It is optional for applicant Provide a summary of the study in non-technical language, to be easily understood by the layperson. This abstract will be required at time of funding. The lay abstract may be a maximum of 250 words. Do not include confidential or proprietary information, as this will be posted to the Trust Fund Research Program's website for public viewing and included in the Colorado TBI Trust Fund's annual legislative report if the project is funded.

F.3 Signature Page



The Signature Page is an at-a-glance overview of the proposed project. Provide the title, select the application year and the version (first submission or revision) based on the current funding cycle. (A Type I or II application prepared for the November 7 deadline is a first submission, that revised for the February 15 deadline is a revision, a Type III proposal prepared for the October 3 deadline is a first submission. An application revised for a future funding cycle is considered a first submission again.) Select the Type of award sought (I, II or III), the area of focus (Basic Science, Clinical Science, Health Services and Outcome Research), and the study subjects (human or animal). Provide welfare assurance information and five key words describing the project. Provide information on the PI, the study site and the sponsoring institution. Identify the grants or sponsored programs representatives to be contacted regarding contracts and billing/payment, should an award be received. Include a budget summary, the totals for which will automatically calculate, and the requested assurances. The hard copy of this form, returned by mail, must include original signatures. For electronic submission, the Signature Page should be labeled with the PI's surname, the application year and F.3 (i.e. *Smith 2011 F.3*).

3.22 Relevance

10 PTS

Fit

5 PTS



Describe the connection between the proposed project and the Colorado TBI Trust Fund Research Program's purpose, focus areas (Basic Science, Clinical Science, Health Services and Outcome Research) and grant type (Type I, II or III).

Significance

5 PTS



Provide a thorough review of the historical background, research activity and literature relevant to the proposed study. Explain the importance of the proposed work in addressing TBI related problems, barriers or gaps and the potential contribution to the knowledge, evidence base, understanding or treatment of TBI.

3.23 Research Design & Methods

55 PTS



Conceptual Framework & Innovation

10 PTS

Discuss the conceptual model or theoretic framework for the project, including operational definitions of concepts and terms. Describe refinement, improvement or novel application of theoretical concepts, approaches, methodologies, instrumentation or interventions potentially resulting from your study, as well as any applicable challenge or shift of current paradigms.



Implementation & Methodology

35 PTS

Present your implementation plan, including study aims, short and long term objectives and hypotheses, which should be framed such that the research question and method by which it will be tested are immediately apparent to reviewers. Provide clear, concise descriptions of the experimental design and study methods, including: subject selection, sampling and recruitment strategies; measurement tools and procedures; data collection methods and management; and analytic plan. Specific details of the statistical methods should be provided, including a power analysis with effect and sample size estimations. If a formal power analysis is not possible, the reasons for this should be stated. The project scope and timeline are also to be included in this section. The tasks and related expenses must correspond with the modular budget and billing schedule in the Fiscal Responsibility section of the research plan.



Monitoring & Evaluation Plan

10 PTS

Discuss potential problems and limitations to the proposed research, as well as prospective alternative strategies. Provide plans for program evaluation, ongoing monitoring of organizational processes, improvement or benchmarks for success.

3.24 Capacity

25 PTS



Investigators

10 PTS

Present the qualifications, expertise and training of key personnel (investigators, research assistants, consultants, contractors, etc.), including demonstrated competence and ongoing record of accomplishments advancing the TBI and/or neurological field. If the PI is a new investigator, clearly state the roles of the experienced Co-PI, how his or her participation will facilitate success of the project and development of the PI as an independent investigator in this field. Describe the roles of key personnel in the implementation plan.



F.1 Biographical Sketch



Submit a biographical sketch for each member of the research team, using Form 1 (the same used with the letter of intent). Each biographical sketch form may be no longer than five pages. For electronic submission, the files should be labeled with the PI's surname, the application year, the reference number and the surname of the team member identified on the form (i.e. *Smith 2011 F.1 Doe*).



F.4 Conflict of Interest Disclosure

Each member of the research team must provide a signed statement regarding actual or potential conflicts of interest relevant to the proposed project. A conflict of interest exists when a financial benefit could directly and significantly affect the design, conduct, or reporting of the proposed research. Disclosures must include financial interests of the investigator and those of his or her close relatives that would reasonably appear to be affected by the proposed research. Such interests may be based on remuneration, equity interests, or intellectual property rights, including those from equipment, device, materials, pharmaceutical, or other companies related to the project.

Electronic files should be labeled with the PI's surname, the application year, the reference number and the surname of the team member identified on the form (i.e. *Smith 2011 F.4 Doe*). Hard copies must include original signatures.



A.1 Commitment from Co-PI

If the PI is a new investigator, attach a letter from the experienced Co-PI confirming his or her commitment to fulfilling the roles outlined in the application. The letter is to be saved as a PDF document and labeled with the principal investigator's surname, the application year and the attachment number (i.e. *Smith 2011 A.1*).



Environment

5 PTS

Demonstrate the feasibility of the proposed project within the context of the institutional environment by providing a description of the relevant resources available to the research team, such as: office or laboratory space, equipment, tools, access to clinical or animal populations, institutional support and infrastructure.



A.2 IRB or IACUC Assurance

If the study includes human or animal subjects, include a letter from the IRB or IACUC indicating receipt of project protocol and the anticipated date of review. Successful applications will be provided start-up funding pending IRB or IACUC review. However, if approval is denied, monies received must be returned in entirety to the Colorado TBI Trust Fund Research Program. The letter must be saved as a PDF file and labeled with the PI's surname, the application year and the reference number (i.e. *Smith 2011 A.2*).



Collaboration

5 PTS

Explain how collaborations, consultations or consortiums involved will contribute to the success of the proposed project.



A.3 Letters of Collaboration or Support

Provide evidence of the commitment or support of each of the proposed partners. The letters must be saved as a PDF file and labeled with the PI's surname, the application year and the attachment number (i.e. *Smith 2011 A.3*).



Fiscal Responsibility

5 PTS

Provide a budget narrative, including description and justification of all costs associated with the proposed project.



F.5 Budget Overview

Using Form 5, provide basic information on the costs associated with the study, to be used as an at-a-glance overview of the proposed budget. Upon completing the fields electronically, the total personnel related costs, total direct costs and total request amount will automatically calculate. The form must be labeled with the PI's name, application year and F.5 (i.e. *Smith 2011 F.5*).



F.6 Modular Budget & Billing Schedule

Based on the proposed timeline and budget, provide a modular budget and billing schedule to be considered with the application. Should support be granted, the modular budget and billing schedule will be included in the contract.

As described in section 1.43 of this guide, each module may include a maximum of \$25,000 in direct costs, **plus a maximum of 25% indirect costs**. If approved, the first module payment is remitted at the beginning of the grant cycle for use in project start-up. Seventy-five percent of the funds provided toward direct costs must be expended before payment for the next module may be billed. The required expenditure column shows the amount to be spent before requesting support for the next module. Keep in mind that a realistic payment schedule is important, as state appropriations expire at the end of each fiscal year.

Required expenditures and totals will automatically calculate. The completed Modular Budget and Billing Schedule must be labeled with the PI's surname, the application year and the reference number (i.e. *Smith 2011 F.6*).



A.4 Detailed Budget

Attach a detailed line item budget, including all costs associated with the proposed project. Explanations of all items are to be included in the budget narrative (section 3.24, Fiscal Responsibility). The spreadsheet is to be labeled with the PI's surname, application year and A.4 (i.e. *Smith 2011 A.4*).



A.5 Description of Indirect Costs

A Maximum of 25% of direct costs is allowable. Attach a letter from the institution describing the indirect cost rate to which awards are subject. The attachment is to be saved in PDF format and labeled with the PI's surname, application year and reference number (i.e. *Smith 2011 A.5*).

3.25 Impact

10 PTS

Translational Value

5 PTS



Describe application of the proposed study findings to future research or the care or treatment of persons with TBI. Include the potential for the proposed project to change concepts, methods, services, treatments, technologies or interventions. If this is a pilot or feasibility study, briefly describe the larger research project envisioned and how the proposed project will contribute to the development of future studies.

Dissemination Plan

5 PTS



Explain how the findings from this project will be shared to increase public awareness, promote translation and further TBI related research. Describe how widespread distribution of the findings in usable formats is to be accomplished and by whom the information will be used.

3.26 Appendix

A.6 Publications



A maximum of three manuscripts by the principal investigator, Co-PI or Co-Investigator relevant to the proposed project may be included with the application. The publications file must be labeled with the PI's surname, application year and attachment number (i.e. *Smith 2011 A.6*).

A.7 Reference Material



Attach reference material directly related to the proposed project, including relevant information that is unlikely to be familiar to the evaluators (i.e. unpublished instruments, manuals or research scales). Reference material must be labeled as the other attachments (i.e. *Smith 2011 A.7*).

3.3 Application Submission

The application, including the Research Plan, Forms 1, 3, 4, 5 and 6 and Attachments 1 through 7, must be formatted for **both** electronic **and** postal submission, as specified in section 1.6. Documents must clearly labeled and presented in the order mandated on the application checklist (section 4.22).

3.4 Application Deadlines

3.41 Types I & II



Invited Application November 7, 5:00 p.m.



Revised Application February 15, 5:00 p.m.

As Types I and II proposals are considered in the order received, the latest of electronic delivery and postmark date and time are used in establishing funding priority. Eligible revised applications will be considered for support according to the order in which the original proposals were received.

3.42 Type III



Invited Application October 3, 5:00 p.m.

Incomplete, inappropriately formatted or late submissions will be returned to the applicant without review.

3.5 Award Determination & Applicant Notification

The Colorado TBI Trust Fund Research Program will make award decisions based on evaluations of the applications submitted and the Research Program budget. Investigators may expect to receive evaluations of their proposals and written e-mail notification of funding decisions by February 1. For those receiving awards, the contract process will begin immediately and must be fully executed by July 1 in order for projects to begin.

3.51 Types I & II

Institutions submitting Type I and Type II proposals may be: awarded funding, denied support within the current funding cycle or invited to revise the application based on the evaluators' feedback. Award determinations will be made by February 1. Depending on the Research Program budget after the first round of awards, ineligible applicants may be invited to revise their applications to address the evaluators' concerns. A maximum of one revision may be allowed within the same grant year. Notification of the Trust Fund Research Program's determination on revised proposals may be expected by March 15.

3.52 Type III

Those proposing Type III projects will either be awarded grant funding or denied support in the current funding cycle. One Type III project may be supported per funding cycle, depending on the quality of submissions and the availability of funds. Award determination will be made by February 1. Revisions of Type III proposals are not accepted until the following year.

PART FOUR: TOOLS FOR SUCCESS



4.1 Personal Assistance

We hope to make your application experience as easy as possible. If after reading this guide you have questions about the Colorado TBI Trust Fund Research Program or require assistance with the application process, please contact us directly.

General Inquiries Contract Manager



regina.rodriguez@state.co.us
303-866-4779

Technical Questions or Change Requests TBI Program Director



judy.dettmer@state.co.us
303-866-4085

4.2 Checklists

Follow the detailed instructions in this guide carefully when preparing your request for support. The following checklists are provided to assist you in checking the contents of your letter of intent or application prior to submission. Remember to clearly label the components as described in Parts Two and Three and to attach electronic files or assemble paper documents in the order presented on these lists.

4.2.1 Letter of Intent Checklist

Narrative

N

Letter of Intent (including the following information)



Type of award sought (I, II or III)



Correlation between project & TBI Trust Fund Research Program



Background & significance



Clearly stated hypotheses



Methods to be employed



Access to study populations (when applicable)



Backgrounds of key personnel



Description of resources



Collaborative relationships



Feasibility assessment



Forms



F.1: Biographical Sketch (one for each PI, Co-PI or co-investigator)



F.2: Qualified Evaluators



Follow formatting guidelines in section 1.6. Submit by electronic mail only.

4.21 Application Checklist

Narrative



Research Plan (including the following clearly labeled sections)



Introduction

Scientific Abstract



Lay Abstract (optional at time of application)



Relevance

Fit



Significance



Research Design & Methods

Conceptual Framework & Innovation



Implementation & Methodology



Monitoring & Evaluation Plan



Capacity

Investigators



Environment



Collaboration



Fiscal Responsibility



Impact

Translational Value



Dissemination Plan



Forms



F.1: Biographical Sketch (one for each member of research team)



F.3: Signature Page



F.4: Conflict of Interest Disclosure (one from each team member)



F.5: Budget Overview



F.6: Modular Budget & Billing Schedule



Attachments



A.1: Commitment from Co-PI (if applicable)



A.2: IRB or IACUC Assurance (if applicable)



A.3: Letters of Collaboration & Support



A.4: Detailed Budget



A.5: Description of Indirect Costs



A.6: Publications



A.7: Reference Material

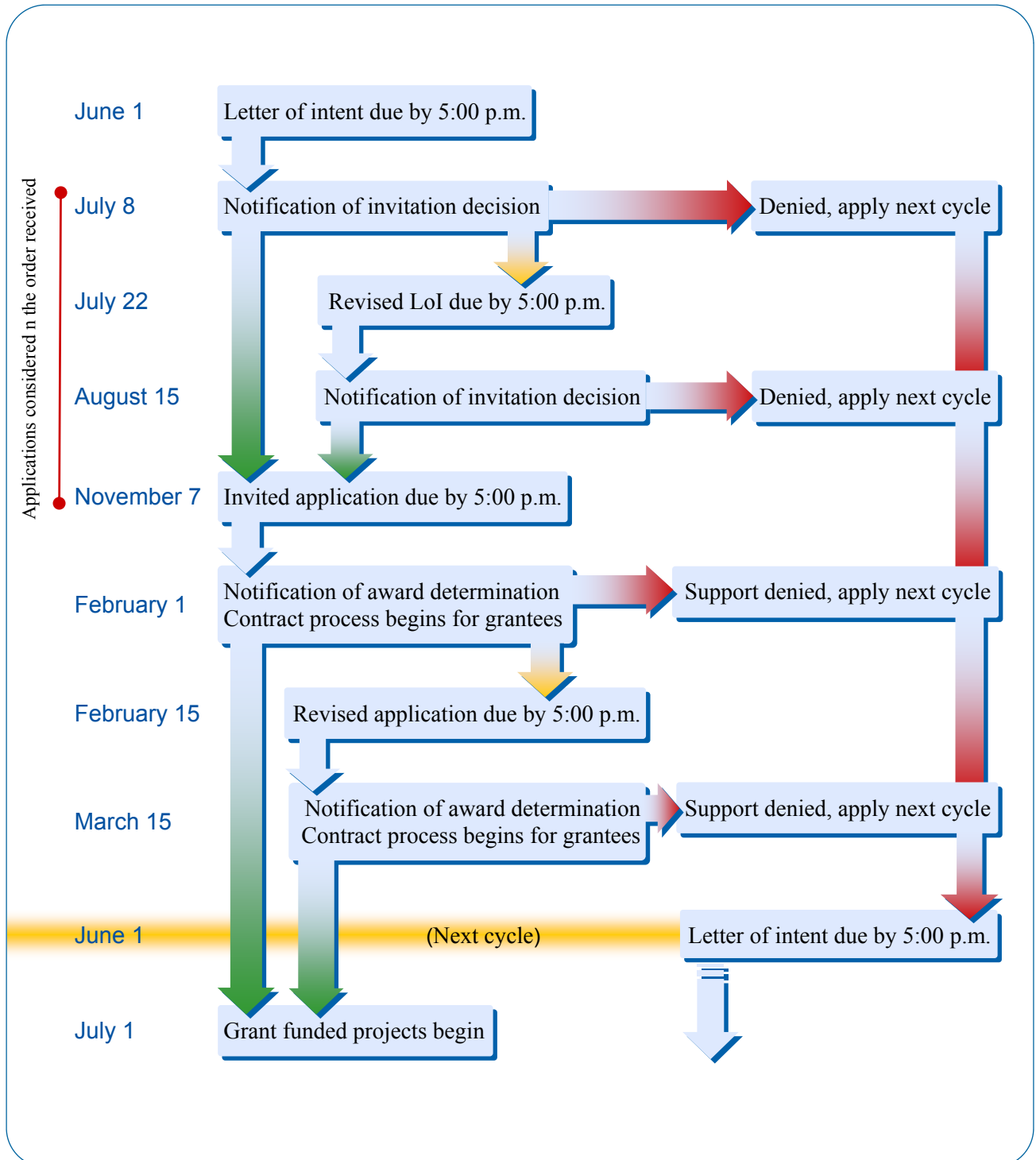


Follow formatting guidelines in section 1.6. Submit by both electronic mail and post.

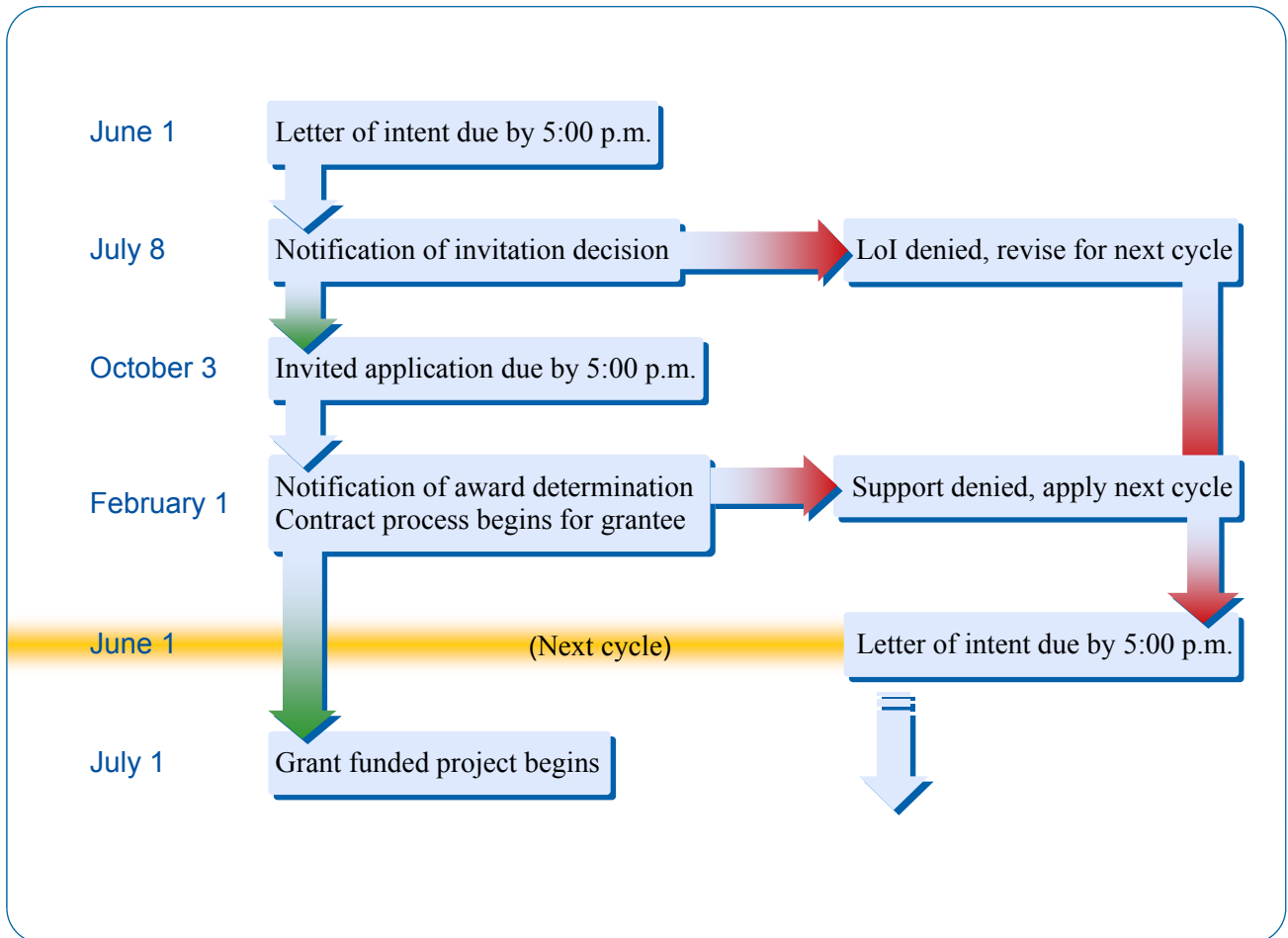
4.3 Timelines

Important dates in the application process are outlined in the following timetables. All deadlines are in U.S. Mountain Time.

4.3.1 Types I & II

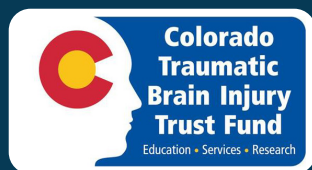


4.32 Type III



We appreciate your interest in the Research Program and look forward to receiving your application!





Research Program Overview & Application Guide 2010 (final)