

## Border Biomedical Research Center (BBRC) Pilot Projects

### Invitation to Submit Full Proposal

In the event that you are selected to submit a full proposal, you will be expected to follow the instructions and timeline detailed below.

The objective of the BBRC Pilot Research program is to support innovative, collaborative and cutting-edge research that contributes to our knowledge of Hispanic health through basic, behavioral and/or clinical projects focused on cancer diagnosis, treatment, and prevention. In addition, these projects are intended to increase the pool of biomedical researchers with interest and expertise specifically focused on understanding and improving cancer health disparities and outcomes in border communities. A focus on projects that can only be performed in the Paso del Norte region in partnership with our geographically isolated population will be critical to the success of the overall program. Thus, proposals with strong community engagement or partnership components are strongly encouraged.

Please make every effort to align your proposal with the overarching BBRC objectives detailed above. In addition, these are highly focused projects that are 1 year in length with potential for up to \$50,000 total direct costs, with the appropriate justifications required. The maximum allowable budget will be communicated to you at the time you are invited to submit a full application. Progress is subject to quarterly review.

### Applications:

For the Fall 2020 cycle, full proposals must be submitted to Dr. Marc Cox ([mbcox@utep.edu](mailto:mbcox@utep.edu)) by **5:00 PM on December 4, 2020**. Applicants must use PHS 398 (latest version) forms and follow the PHS 398 instructions for formatting based on the NIH R21 proposal format. Forms and instructions can be found at <https://grants.nih.gov/grants/funding/phs398/phs398.html>.

Please send an electronic version (PDF or word document) and a hard copy. The electronic version does not need signatures and all PHS 398 pages must be in one file. The hard copy must be signed by the PI of the application. Incomplete applications will not be reviewed and will be returned to the applicants.

### Review and Approval

- All proposals will be reviewed by both internal and external reviewers.
- Institutional approval for animal studies (IACUC) and approval for human studies (IRB) will be required before the proposal is sent to NIH for review and must be included in the progress report. These approvals should be obtained **no later than December 14, 2020**.

Human Subjects questions should be directed to ([irb.orsp@utep.edu](mailto:irb.orsp@utep.edu)), Christina Ramirez ([cramirez22@utep.edu](mailto:cramirez22@utep.edu)) 747-7693, for IACUC questions, please contact [iacuc@utep.edu](mailto:iacuc@utep.edu), Ana Blanco ([alblanco@utep.edu](mailto:alblanco@utep.edu)) 747-6056, and for questions regarding biosafety, please contact M. Renee Franco [ibc@utep.edu](mailto:ibc@utep.edu) or ([mrfranco@utep.edu](mailto:mrfranco@utep.edu)) 747-7913.

**Budget questions** should be directed to Sona Kumar, Research Administration Manager at ORSP, [sukumar@utep.edu](mailto:sukumar@utep.edu) 747-5436

PHS form 398 can be found at <https://grants.nih.gov/grants/funding/phs398/phs398.html>

Sections that must be submitted include:

- Face page (Form Page 1). In box 2, enter number “Border Biomedical Research Center”.
- Summary, Relevance, Project/Performance Sites, Senior/Key Personnel, Other Significant Contributors (Form Page 2).
- Table of Contents (Form Page 3).
- Detailed budget and budget justification (Form Pages 4 and 5).
- Biographical Sketch (Non-fellowship) Format Page for all key personnel that hold an advanced degree. Use the new NIH format-see instructions and forms at <https://grants.nih.gov/grants/forms/biosketch.htm>
- Other Support Format Page. Provide active support for all key personnel. Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.
- Resources Format Page.
- Research Plan: up to **7 pages** of text including specific aims (1 page), background & significance, research design and methods, justification of the project in relation to the strategic plan for the BBRC (see Strategic Plan for the BBRC above), and proposed **timetable and milestones for product development**. Describe any BBRC Core Facilities that will be needed to conduct your project (see Strategic Plan for the BBRC above). **Use the Continuation Page format.**
- Vertebrate Animal and Human Subjects protection sections. Any project that includes any human subjects is now consolidated under Human Subjects and Clinical Trials. Refer to <https://grants.nih.gov/policy/clinical-trials/new-human-subject-clinical-trial-info-form.htm>
- Literature cited, consortium/contractual arrangements, resource sharing, consultants/Letters of Support, and appendices.
- Checklist Form Page.
- All Personnel Report Form Page.
- Please note that Robert Kirken is the PI of the BBRC grant and his name must appear on the header. The name of the PI of the application goes on the face page only.
- Use Arial or Helvetica 11-point font.
- Attach a cover letter stating that you are submitting a Pilot Project application.

Applications should be emailed in PDF format to [mbcox@utep.edu](mailto:mbcox@utep.edu). Although PDF files are preferred for ease of review, the applications can also be mailed to the following address:

Dr. Marc B. Cox, c/o Border Biomedical Research Center, Dept. of  
Biological Sciences  
The University of Texas at El Paso  
500 W. University Ave.  
El Paso, TX 79902

NOTE: All applications sent via a courier delivery service should use this address.  
The telephone number is 915-747-5429. C.O.D. applications will *not* be accepted.

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The following contact information is for questions regarding the application process and whether the concept you will be proposing fits within the scope of allowable activities:

**Mayanin Acuña**  
**BBRC Office Supervisor**  
[macuna@utep.edu](mailto:macuna@utep.edu)

**Marc B. Cox**  
**Director**  
**BBRC Investigator Development Core**  
[mbcox@utep.edu](mailto:mbcox@utep.edu)