



## Deadlines

- **RFA Release Date:** Friday, July 16, 2021
- **LOI Submission Due Date:** Monday, September 13, 2021
- **Full Applications Due (by invitation only):** Monday, October 25, 2021
- **Announcement of Awards:** November 15, 2021

## Submission

### **What are the requirements for the letter of intent (LOI)?**

1. Endorsement / commitment cover letter from Director of the submitting OAIC
2. Two page letter of intent describing the following (1 extra page allowed for references):
  - Descriptive title of proposed research
  - Submitting Investigator: Name, institution, academic rank, e-mail address
  - Co-Investigators: Name, institutions, roles
  - Hypothesis, rationale, significance and aims of the study
  - Description of study/plans
  - How the study fulfills requirement for multicenter, collaborative projects – such as by its nature, the study needs or is markedly enhanced by the involvement of 2 or more centers
  - Brief description of proposed allocation of funds
  - Letter of Support from Directors of all Pepper Centers involved in the multi-site pilot including the submitting OAIC's institutional "Letter of Intent to Establish a Consortium Agreement" with necessary budget details included.

### **Characteristics that will be considered in review / approval of the LOI include:**

1. Study is strongly relevant to the Pepper Center theme of understanding, preventing, and/or improving physical disability in older adults
2. Likelihood that the project team will produce new, ongoing collaboration between OAICs
3. Likelihood that the project will result in publishable, high impact results, and / or lead to future NIH/foundation/industry funded larger, definitive studies
4. Meaningful involvement of early career investigators
5. Leveraging resources
6. Likelihood that the proposed study can be completed within one year.

### **If an LOI is approved, requirements for a full application will be:**

Applications must be in NIH 398 format, and include the following components:

1. Face Page\*
2. Abstract/Project Summary
3. Specific Aims (One Page)
4. Research Plan (Six-Page Limit; Does Not Include References or Human Subjects)
5. Human Subjects Section (If Applicable)
6. Biosketches for Key Personnel (New NIH format)

7. Detailed Budget Page\*
8. Budget Justification

## **Administrative**

### **Where did the original funding come from?**

The Pepper OAIC Coordinating Center is funded by the National Institute on Aging (NIA) grant U24-AG059624. The pilot funds will be awarded through a subcontract from Wake Forest School of Medicine.

### **How will funds be distributed?**

A subcontract will be issued to the primary site. It will be responsible for issuing a subcontract to the secondary site. Funds will not be distributed until IRB approval of the proposed project has been submitted to the Pepper OAIC Coordinating Center.

### **What indirect rate should be used?**

For Pilot projects, the \$80,000 budget (\$80,000 direct costs; up to \$125,000 that including both direct and indirect costs across all centers).

Applicants are advised to adhere to their respective institutional policies related to indirect cost rates associated with federal grant submissions.

### **Is the NIH salary cap applicable?**

Yes, the NIH salary cap is applicable to the pilot grant applications. The federal salary cap must be applied to personnel whose salaries exceed the cap.

## **Investigator Roles**

### **What defines an early stage investigator?**

For this grant, an early stage or early career investigator will be defined as not having received a major grant from NIH, AHRQ or PCORI (R01 award or equivalent). Career development (e.g., NIH K program) awardees are considered early career investigators.

### **Can an early career investigator be the principal investigator of the study?**

Yes, this is encouraged but not mandatory.

### **Can international investigators apply?**

The principal investigator of the pilot study must be both a U.S. citizen and from a U.S. institution. However, other members of the project team can be non-citizens.

## **Scientific**

### **Will reviewer feedback be provided?**

Yes, feedback from the LOI review will be provided for all submissions. For those who are invited to submit a full application, this feedback should be incorporated into the study proposal.

### **Can we obtain feedback from the Pepper OAIC Coordinating Center during study development?**

Yes, soliciting feedback before submission is encouraged. Please send materials to

Abby Archer ([peppercenter@wakehealth.edu](mailto:peppercenter@wakehealth.edu)) with your questions.

**Are there specific requirements for what data are used?**

No, pilot projects data may come from variety of sources including OAIC, VA, publicly available data. Data can also be from non-US sources. However, using OAIC related data is strongly encouraged.

**Additional Information**

**Where can I find additional information about the Pepper Centers?**

Further information regarding the initiative can be found at the following link:  
[www.peppercenter.org](http://www.peppercenter.org)

**Who should I contact with any questions?**

Inquiries are encouraged and we are happy to provide guidance as you develop your LOI and full proposals. Any inquires can be made directly to Abby Archer at [peppercenter@wakhealth.edu](mailto:peppercenter@wakhealth.edu)