



Application Instructions

Focused Investigator Training (FIT) Program June 3-7, 2024

Letters of intent to apply for FIT 2024 due by **FEBRUARY 28, 2024**

All applications must be received by **MARCH 31, 2024**

Applicants will be notified of acceptance by **MAY 1, 2024**

All applications must be submitted electronically. Any other correspondence should be addressed to:

Sheldon Holstad
ACCP Foundation
13000 West 87th St Parkway
Lenexa, KS 66215
sholstad@accp.com

FOCUSED INVESTIGATOR TRAINING (FIT) PROGRAM

The FIT Program is an intensive 5-day hands-on program to assist investigators succeed in the current research/funding environment. Each experienced investigator will take necessary steps toward maximizing competitiveness of a K, R01, or similar investigator-initiated application for submission to the National Institutes of Health (NIH) or other major funding source. Investigators will be challenged to carefully examine research aims and explore individual professional research goals and, by the end of the program, will have taken critical steps toward fine-tuning the application in ways that study section reviewers expect. Research projects may be focused on any of the following areas: clinical sciences, basic science, translational sciences, health services, outcomes-based science, or behavioral science. There will be multiple deliverables by the investigators throughout the experience. Methods of instruction include: Pre-FIT Program Introductory Materials, Grant Proposal Group Sessions, Lectures and Panel Discussions, Small Group Discussions and One-on-One Sessions with faculty mentors.

Investigator Applicants

Each year, a limited number of pharmacist investigators will be selected. Preference will be given to individuals whose prior experience, career plans, and current professional environment indicate that they have the potential to become successful independent investigators. Investigators should submit grant proposals with possible funding sources already identified.

***Please contact the ACCP Foundation with any questions regarding eligibility requirements.**

Local Mentors

One-on-one mentoring is among the most effective strategies to develop the knowledge, skills, attitudes, and values of a researcher. The value of such mentoring is optimized when the mentor can provide regular feedback regarding an individual's performance. Therefore, each investigator will be asked to identify one research/scholarly mentor (preferably from his or her institution, if possible) with whom he or she will work. The mentor selection should occur prior to the start of the program. The mentor will be asked to submit a brief letter of support along with his/her CV or biosketch with the investigator's application packet.

The mentor is expected to assist each participant in all steps and facets of the research experience. It is anticipated that mentors will meet regularly with their protégés and provide opportunities for the protégé to observe and (if feasible) participate in the mentor's research roles and responsibilities.

Selection of Program Investigators

The Program Committee will review and accept investigators from applicants. The Committee will base its decisions in large part on the quality of the proposed grant proposal, the potential fundability of the proposal and on the submissions by the applicant and the sponsor (Program Supervisor or Department Head). These documents will be scrutinized both for the information they supply about the candidate and the assurances they provide about the participation of the candidate and sponsor in the long-term evaluation of the FIT Program. Preference will be given to grant proposals with potential funding sources already identified. Preference will be given to ACCP members.

Investigators will be notified of their acceptance status by **MAY 1, 2024**.

PROCEDURES FOR APPLICATION

PROGRAM DATES: June 3-7, 2024

HOST SITE: University of Nebraska Medical Center, College of Pharmacy

INELIGIBLE: The following are generally ineligible to participate in the FIT Program as Investigator Participants:

- (1) Students and residents may not serve as the Principal Investigator
- (2) ACCP Foundation Board of Trustees.
- (3) ACCP Board of Regents.

REGISTRATION FEE: Registration covers the 5-day program, handout materials, and program-sponsored meals (daily lunch and 1 evening meal/team building event). The registration fee will be due in full by June 1, 2024. Travel, lodging, and associated personal costs to attend the program are not included in the FIT registration fee.

Non-member: \$4495

Affiliated Organization Member: \$4125

ACCP Member: \$3,750

SUBMISSION: Applications will be accepted electronically only. Submissions are requested in either MS Word or PDF format (preferred). Please use software conversion to create PDFs and do not scan hard-copies into a PDF format. Email to Sheldon Holstad at sholstad@accp.com.

LETTER OF INTENT: RECEIPT BY FEBRUARY 28, 2024.

APPLICATION DEADLINE: RECEIPT BY MARCH 31, 2024.

ACCP FOUNDATION

CRITERIA FOR EVALUATION OF FIT INVESTIGATORS

The FIT applications will be reviewed based upon standard NIH criteria as follows:

Overall Impact. Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s) involved, in consideration of the following five core review criteria, and additional review criteria (as applicable for the project proposed).

Core Review Criteria. Reviewers will consider each of the five review criteria below in the determination of scientific and technical merit, and give a separate score for each. An application does not need to be strong in all categories to be judged likely to have major scientific impact. For example, a project that by its nature is not innovative may be essential to advance a field.

Significance. Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

Investigator(s). Are the PD/PIs, collaborators, and other researchers well suited to the project? If Early Stage Investigators or New Investigators, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)? If the project is collaborative or multi-PD/PI, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structures appropriate for the project?

Innovation. Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?

Approach. Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed? If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed?

Environment. Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR FOCUSED INVESTIGATOR TRAINING (FIT) PROGRAM 2024

READ THESE INSTRUCTIONS CAREFULLY BEFORE PREPARING YOUR PROPOSAL.

Application forms are available online on the ACCP Foundation Web site, www.accpfoundation.org. Applicants are encouraged to contact the ACCP Foundation with any questions regarding eligibility criteria, evaluation criteria, etc.

Applicants are strongly encouraged to have their proposals reviewed by one or more colleagues prior to submission. This will help strengthen your proposal.

Format: The ACCP Foundation has patterned its application forms after the federal forms for submission of an NIH or FDA grant. If available, investigators are encouraged to submit the applicable sections of the FIT application matching PHS 398 forms by substituting the completed PHS 398 or SF 424 R&R forms when seeking NIH funding.

Investigator applicants must adhere to the noted page limitations. All submissions must be word-processed, formatted for 8.5 x 11 inch paper, and conform to the following requirements: (1) the height of the letters must not be smaller than 10 point; (2) type density must be no more than 15 characters per inch; and (3) no more than 6 lines of type must be within a vertical inch. Figures, charts, tables, figure legends, and footnotes may be smaller in size, but must be readily legible. Failure to adhere to these requirements may result in rejection of the proposal.

Career Development Award Grant Applicants (Series K)

The National Institutes of Health for a Career Development Award (CDA) is awarded to develop the research capabilities and career of the applicant. These awards provide up to five years of salary support and guarantee recipients the ability to devote at least 75–80 percent of their time to research for the duration of the award. Many of these awards also provide funds for research and career development costs. The award is available to persons who have demonstrated considerable potential to become independent researchers, but who need additional supervised research experience in a productive scientific setting.

FIT applicants interested in applying for K awards from the NIH, should complete the FIT application package described above, plus the following supplemental Candidate Information.

- Candidate's Background
- Career Goals and Objectives
- Candidate's Plan for Career Development/ Training Activities During Award Period

FIT Application Package

Application Section 1: FIT APPLICATION / SIGNATURE SHEET

Complete all sections as indicated. Indicate one individual as principal mentor. Obtain signature of mentor on Application. Department Chair/Immediate Supervisor or Dean must sign the FIT Application to indicate their approval and agreement for investigator to participate.

Application Section 2: PERSONAL STATEMENT

Describe: (a) how the FIT Program will contribute to your overall career development, (b) how it will contribute to the development of your research program and funding competitiveness.

Application Section 3: LETTER OF SUPPORT

Attach a signed letter of support from the Dean, Department Head or immediate supervisor in support of the investigator's application to the FIT Program.

Application Section 4: LETTER OF SUPPORT/MENTOR

Attach a signed letter of support from the Principal Mentor in support of the investigator's application to the FIT Program.

Application Section 5: NONDISCLOSURE AGREEMENT

Each participant must sign and date the nondisclosure agreement.

Application Section 6: APPLICATION CHECKLIST

Applicants are encouraged to substitute a PHS 398 or SF 424 R&R for the remainder of this application, if available.

Application Section 7: PROJECT SUMMARY & RELEVANCE

A succinct and accurate description of the proposed work; including the application's broad, long-term objectives and specific aims, research design, and methods for achieving the stated goals. *The Summary and Relevance will be sent to all FIT Program participants before the program along with your contact information.

Application Section 8: BUDGET

Please list all personnel and percent effort on project, even if no salary is requested for that person. Please note that the total is for direct costs related to the research, and may include salary support for any appropriate members of the investigative team.

Application Section 9: RESOURCES (optional for FIT application)

Describe organizational resources to support investigator/project.

Application Section 10: BIOGRAPHICAL SKETCHES

A biographical sketch for the investigator applicant, principal mentor, and other key research personnel must be included.

Application Section 11: RESEARCH PLAN

The Research Plan components may vary by project, but should include applicable parts described on the Research Plan page of the instruction manual (e.g., Introduction, Specific Aims, Research Strategy, etc.).

Application Section 12: CAREER DEVELOPMENT AWARD SUPPLEMENTAL INFORMATION (Series K Awards only)

A detailed description of candidate's background, career goals and objectives, and plan for career development/ training activities during award period.

Application Section 13: Pre-Course Self-Assessment

link: <https://redcap.accpfoundation.org/surveys/?s=4LMH7PYEYDYTX7HC>

FIT Application

Page Limits

SECTION OF FIT APPLICATION	page limits*
* Page limits follow the PHS 398. Specific Funding Opportunity Announcements will be permitted to override these limits.	
Personal Statement and Letters of Support	1 page each
Project Summary and Relevance	Space limited to size of space provided on form
Budget	
Resources	
Biosketches	5 pages each
Research Plan <ul style="list-style-type: none">• Introduction to Revision or Resubmission Applications• Specific Aims• Research Strategy • Bibliography / Progress Report Publication List• Optional Research Plan Sections 4, and 6 - 15• Career Development Award (K) Supplemental Information <small>** SF 424 K-Series applications limit the Combined Candidate Information (Candidate's Background, Career Goals and Candidate's Plan for Career Development/Training Activities During Award Period attachments) and Research Strategy to 12 pages.</small>	1 page 1 page 6 pages or 12 pages or Follow FOA instructions * no limit no limit 6 pages**
Appendix	No page limits, but content limitations

ACCP FOUNDATION

APPLICATION FOR FOCUSED INVESTIGATOR TRAINING (FIT) PROGRAM

Follow instructions carefully.

1. TITLE OF PROJECT

2. FIT INVESTIGATOR

Name (Last, first, middle) _____

Degree(s): _____

Position Title: _____

Department, Service, Laboratory, or Equivalent: _____

Major Subdivision: _____

Telephone and Fax (Area code, number, and extension)

Tel: _____ Fax: _____ E-mail: _____

Has the FIT Investigator received significant peer-reviewed extramural funding as a principal investigator?

Yes. If yes, _____ Granting Agency _____ \$ Amount

No.

Investigator Mailing Address (street, city, state, zip code): _____

I want to be considered for PRN scholarships and I give the Foundation permission to share my application with PRNs to which I belong

3. PRINCIPAL MENTOR: _____
Name Title

4. TYPE OF AWARD SOUGHT _____ R01 _____ K CAREER DEVELOPMENT _____ OTHER

5. POSSIBLE FUNDING AGENCY ___ NIH ___ Other, Please Specify _____
Grant Number, Grant Name and Website where application materials are found

6. CATEGORY OF PRIMARY RESEARCH INTERESTS (Check one):

_____ BASIC TRANSLATIONAL: ___ T-1 ___ T-2 ___ T-3 ___ T-4

OTHER (SPECIFY _____)

7. RESEARCH DOMAIN (e.g.: Hematology, Infectious Disease, Pharmacogenetics, Health Outcomes etc)
PLEASE SPECIFY:

ASSURANCE OF COMPLIANCE

By signing below, I, my Immediate Supervisor/Chair, and Mentor indicate commitment and support for this program application, and acknowledge the resources necessary to fulfill the program requirements, if awarded.

Signature, Principal Investigator Print Name/Title Date

Signature, Immediate Supervisor/Chair Print Name/Title Date

Signature, Mentor Print Name/Title Date

Principal Investigator/Program Director (Last, first, middle): _____

PERSONAL STATEMENT (NOT TO EXCEED ONE PAGE)

Principal Investigator/Program Director (Last, first, middle): _____

LETTER OF SUPPORT, IMMEDIATE SUPERVISOR/DEPARTMENT CHAIR OR DEAN (NOT TO EXCEED ONE PAGE)

Principal Investigator/Program Director (Last, first, middle): _____

LETTER OF SUPPORT FROM PRINCIPAL MENTOR (NOT TO EXCEED ONE PAGE)

Principal Investigator/Program Director (Last, first, middle): _____

NONDISCLOSURE AGREEMENT (signed)

Nondisclosure Agreement

In order to fully participate in the Focused Investigator Training (FIT) Program, I will receive information ("Information") that is proprietary to investigator attendees and participants and should be consider confidential.

I agree to keep confidential the information that I will receive regarding the grant proposals, including, but not limited to any written or verbal communications, any written documents, or any other material that I will receive from ACCP or other attendees in conjunction to the FIT Program. This obligation of confidentiality does not include information which, at the time of disclosure to me, (a) is published, known publicly, or is already in the public domain; (b) is published or becomes known publicly through no fault of my own; (c) is already known by me as evidenced by written records; or (d) is disclosed to me by someone other than ACCP who is not under any obligation of confidentiality.

This agreement shall commence on the day it is executed by me and shall expire at the end of one year from the date of its execution.

Investigator's name

Investigator's signature

Date

FIT Program Application Checklist.

Investigators will submit applications electronically. Only electronic applications will be considered; paper submissions will not be accepted. Applications will not be considered until all of the components listed below are received in electronic format.

- Application for Focused Investigator Training (FIT) Program, with Signatures
- A personal statement explaining why you wish to participate in this FIT Program
- A letter of support from the investigator's Immediate Supervisor/Chair in support of the application for this FIT Program
- A letter of support from principal local mentor
- Signed, Nondisclosure Agreement
- Project Summary & Relevance
- Budget
- Organizational Resources (optional for FIT application)
- Biographical Sketches: Investigator, Mentor, & other key personnel
- Research Plan for grant proposal you intend to work on during the FIT Program
- Supplemental Candidate Information for Career Development Award (K-Award) Applicants Only
- Pre-Course Self-Assessment (link: <https://redcap.accpfoundation.org/surveys/?s=4LMH7PYEYDYTX7HC>)

Incomplete applications will not be accepted. The deadline for receipt of electronic applications is **March 31, 2024**.

** INVESTIGATOR ENCOURAGED TO SUBSTITUTE A COMPLETED PHS 398 or SF 424 R&R FOR THE REMAINDER OF THIS APPLICATION*

Program Director/Principal Investigator (Last, First, Middle):

PROJECT SUMMARY: The Project Summary is meant to serve as a succinct and accurate description of the proposed work when separated from the application. State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., relevance to the mission of the agency). Describe concisely the research design and methods for achieving the stated goals. This section should be informative to other persons working in the same or related fields and insofar as possible understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person. **DO NOT EXCEED THE SPACE PROVIDED.**

RELEVANCE:

The second section is **RELEVANCE**. Using no more than two or three sentences, describe the relevance of this research to public health. In this section, be succinct and use plain language that can be understood by a general, lay audience. **DO NOT EXCEED THE SPACE PROVIDED.**

Program Director/Principal Investigator (Last, First, Middle):

RESOURCES (optional for FIT Applications)

This information is used to assess the capability of the organizational resources available to perform the effort proposed.

- Identify the facilities to be used (laboratory, clinical, animal, computer, office, other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Provide any information describing the Other Resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project.
- Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). In describing the scientific environment in which the work will be done, discuss ways in which the proposed studies will benefit from unique features of the scientific environment or subject populations or will employ useful collaborative arrangements.
- For Early Stage Investigators, describe institutional investment in the success of the investigator, e.g., resources for classes, travel, training; collegial support such as career enrichment programs, assistance and guidance in the supervision of trainees involved with the ESIs project, and availability of organized peer groups; logistical support such as administrative management and oversight and best practices training; and financial support such as protected time for research with salary support.
- If there are multiple performance sites, describe the resources available at each site.
- Describe any special facilities used for working with biohazards or other potentially dangerous substances.

Program Director/Principal Investigator (Last, First, Middle):

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.*)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement

B. Positions, Scientific Appointments, and Honors

C. Contributions to Science

NOTE: Follow the most current NIH format and instructions. Instructions and samples available at <https://grants.nih.gov/grants/forms/biosketch.htm>.

Research Plan

The **Research Plan** consists of the following items, as applicable. Begin each section of the Research Plan with a section header (e.g., Introduction, Specific Aims, Research Strategy, etc.).

NOTE: Specific grant programs may not require each of the following “research plan” sections. FIT investigators are encouraged to include as many as applicable to their specific grant application. Specific Aims, Research Strategy, and Bibliography / Progress Report Publication List are requested for all FIT Applications.

	Page #
1. Introduction (NIH Resubmission or Revision Applications only, new NIH applications should not include an Introduction unless specified in the FOA).....	_____
2. Specific Aims *	_____
3. Research Strategy (Significance, Innovation, and Approach) *	_____
4. Inclusion Enrollment Report (Renewal or Revision applications only)	_____
5. Bibliography and References Cited/Progress Report Publication List *	_____
6. Protection of Human Subjects	_____
7. Inclusion of Women and Minorities	_____
8. Targeted/Planned Enrollment Table	_____
9. Inclusion of Children	_____
10. Vertebrate Animals	_____
11. Select Agent Research	_____
12. Multiple PD/PI Leadership Plan	_____
13. Consortium/Contractual Arrangements	_____
14. Letters of Support (e.g., Consultants).....	_____
15. Resource Sharing Plan (s).....	_____

Appendix

As with NIH applications, applicants are prohibited from using the appendix to circumvent page limits in any section of the application for which for which a page limit applies.

The following materials may be included in the appendix to New, Revision, Renewal and Resubmission applications (note, however, that some FOAs do not permit publications):

- Up to 3 publications of the following types. In each case include the entire document: (Do not include unpublished theses or abstracts/manuscripts submitted, (but not yet accepted), for publication.)
 - o Manuscripts and/or abstracts accepted for publication but not yet published.
 - o Manuscripts and/or abstracts published, but a free, online, publicly available journal link is not available.
 - o Patents directly relevant to the project.
- Surveys, questionnaires, and other data collection instruments, clinical protocols, and informed consent documents.
- Photographs or color images of gels, micrographs, etc., are no longer accepted as Appendix material. These images must be included in the Research Strategy. However, images embedded in publications are allowed.

Publications that are publicly accessible must not be included in the appendix. For such publications, the URL or PMC submission identification numbers along with the full reference should be included as appropriate in the Bibliography and References Cited/Progress Report Publication List section, and/or the Biographical Sketch section.

Supplemental Information required for Career Development Award (only for K Series Applications)

While the Research Plan is a major part of the research career development plan, it is important to relate the research to the candidate's scientific career goals. This section should describe how the research, coupled with other developmental activities, will provide the experience, knowledge, and skills necessary to achieve the objectives of the career development plan and launch and conduct an independent research career, or enhance an established research career. For mentored K awards, explain the relationship between the candidate's research on the CDA and the mentor's ongoing research program.

The Research Plan of a CDA is expected to be appropriate for, and tailored to the experience level of the candidate, and allow him/her to develop the necessary skills needed for further career advancement, and reviewers will evaluate the plan accordingly. The plan should be achievable within the requested time period. Pilot or preliminary studies and routine data gathering are generally not appropriate as the sole part(s) of a CDA research plan. Although candidates for mentored K awards are expected to write the Research Plan, the mentor should review a draft of the plan and discuss it in detail with the candidate prior to NIH submission. Review by other knowledgeable colleagues is also helpful. Although it is understood that CDA applications do not require the extensive detail usually incorporated into regular research applications, a fundamentally sound Research Plan and a reasonably detailed Approach section should be provided.

The PHS 398 Career Development Award Supplemental Form is comprised of sections for: Candidate Information; Statement of Support (Mentors); Environment & Institutional Commitment to the Candidate; and the Research Plan (including Human Subjects and Other Research Plan Sections).

FIT applicants pursuing K Series Awards should minimally include in the FIT Application a section on:

- 1) Candidate's Background:** Use this section to provide any additional information not described in the Biographical Sketch Format Page such as research and/or clinical training experience.
- 2) Career Goals and Objectives:** Describe your past scientific history, indicating how the award fits into past and future research career development. If there are consistent themes or issues that have guided previous work, these should be made clear; if your work has changed direction, the reasons for the change should be indicated. It is important to justify the award and how it will enable you to develop or expand your research career. You may include a timeline, including plans to apply for subsequent grant support.
- 3) Candidate's Plan for Career Development/ Training Activities During Award Period:** Stress the new enhanced research skills and knowledge you will acquire as a result of the proposed award. If you have considerable research experience in the same areas as the proposed research, reviewers may determine that the application lacks potential to enhance your research career. For mentored awards, describe structured activities, such as course work or technique workshops, which are part of the developmental plan. If course work is included, provide course numbers and descriptive titles. Briefly discuss each of the activities, except research, in which you expect to participate. Include a percentage of time involvement for each activity by year, and explain how the activity is related to the proposed research and the career development plan.