

UC/UC Health Addiction Center (UCAC) Pilot Research Program

Application Instructions (2025-2026)

DEADLINES

Letter of Intent (Required) Due: September 22, 2025

Full Applications Due: November 3, 2025 (before 8 am)

Notification of Awards Made: February 2026 (date TBD)

Award Dates: March 1, 2026 – February 28, 2027

For questions regarding these instructions, please contact Jennifer Rowe (roweji@ucmail.uc.edu)

1. **Deadlines:** All deadlines are final.
2. **Funding Pools:** After initial peer review within the UC/UC Health Addiction Center (UCAC), with written critiques, the College of Medicine Office of Research will select 1 to 2 proposals to fund for a maximum of \$25,000 each. To be eligible for these funds, the Principal Investigator on the application must either hold a **full-time faculty appointment at UC College of Medicine or be employed as a resident, clinical fellow, or post-doctoral fellow at UC** (or by permission of the UCAC director). Any resulting application for funding to an outside agency must be made through UC. Co-investigators can be from other UC Colleges or affiliated entities, such as Cincinnati Children's or the Cincinnati Veterans Affairs Medical Center.
3. **Background:** This program seeks to support the development of studies with potential for future extramural funding and is designed to enhance new or current faculty research programs. A research study is responsive to the RFA if it satisfies one or more of the following criteria:
 - i. Uses new approaches or discoveries to address relevant problems in the field of addiction;
 - ii. Contributes critical experiments or data to an existing research program that will enhance external funding success;
 - iii. Brings interdisciplinary expertise to initiate a new addiction research direction for the PI;
 - iv. Generates preliminary feasibility data in support of mentored award applications (e.g., K01, K23, K99/R00 mechanisms) or a Patient-Centered Outcomes Research Institute (PCORI) application;
 - v. Includes a clear plan for recruitment of human subjects (clinical proposals)

Other proposed initiatives will be decided on a case-by-case basis.

4. **Project priorities:** To be considered, proposals need to focus on important problems in the field of addiction. A wide spectrum of projects can be considered relevant. Priority will be given to those projects that carry the highest potential for scientific contributions and are most likely to lead to successful application for extramural funding. Projects with well-developed concepts and innovative ideas requiring additional data for an extramural proposal submission, particularly if an NIH study section requested such data, will be given high priority. The strategy for advancing the research project as an extramural research grant or mentored training award submission should be clearly indicated.
5. **Collaborations:** The UCAC pilot program encourages applications that include interactions between basic scientists and clinicians to foster the development of translational investigations for addiction. In addition, interdisciplinary studies and studies that include participation of basic scientists or clinical researchers from other UC colleges and affiliates are encouraged.
6. **Eligibility:** Applications will be accepted from any full-time faculty member, resident, clinical fellow, or post-doctoral scholar whose appointment is at the University of Cincinnati **College of Medicine**. Any resulting application for funding to an outside agency must be submitted from UC. **Investigators at CCHMC are not eligible for submission as PIs but can be Co-Is on proposals.** Collaborations among investigators spanning disciplines and programs are encouraged.

Applications from residents, fellows or post-doctoral scholars should include the trainee's prospective K-award mentor as a co-I. Faculty with substantial start-up packages should consult with the UCAC director to confirm eligibility for the program.

7. **IRB and IACUC:** If applicable, applicants must have already received IRB or IACUC approval for the proposed studies. Applicants who have not yet received IRB or IACUC approval are not eligible. These awards provide funding for one year only (i.e., there is no option for carryover), and the lack of such approval can significantly delay the start of the proposed studies.
8. **Letters of support:** For residents, clinical fellows or post-doctoral fellows, a letter from the supervisor/Chair should be included as part of the application. This letter should clearly state that in the event of an award, the applicant will have appropriate release time dedicated to the project (25% is suggested for most projects). In addition, a letter of support from the applicant's mentor should be included, outlining the applicant's qualifications, the mentor's commitment to the applicant and resources available for completion of the project (e.g., equipment, lab space, infrastructure). For faculty without department-supported research effort, a letter from the supervisor/Chair should be included in the application. This letter should clearly state that in the event of an award, the applicant will receive department-supported dedicated time to complete the project (25% is suggested for most projects).
9. **Letter of intent:** The letter should include: Descriptive title of proposed activity; name(s), address(es), and telephone number(s) of the PD(s)/PI(s); and names of other key personnel. The letter of intent should be sent to: Jennifer Rowe (roweji@ucmail.uc.edu). **Applicants who submit an LOI will receive instructions for full application submission in CCAPS.**
10. **Funding Restrictions:** This is a College of Medicine internal award funding mechanism. Therefore, there are limitations as to what is an allowable expense. Please review the funding restrictions below. No exceptions can be made. Applications that include non-allowable expenses will not be considered or reviewed.
 - Funds may not be used to support faculty salaries, travel, meetings, food expenses, capital purchases, or publication costs. UC College of Medicine trainee and staff salaries are permitted.
 - Funds may be used to cover core services at CCHMC, if these services are not available at UC. One must outline the specific need for service and provide documentation that the services do not exist at UC in the budget justification.
 - Subcontracts to outside universities are not permitted nor are fees for services. Money allocated for this internal funding mechanism cannot support outside institutions.
 - Funds are not permissible to faculty and staff outside of UC College of Medicine.
11. **Composition of Applications:** Research proposals require the following elements in the order specified, assembled into a single .pdf document:
 1. Face page (form provided)
 2. Abstracts (scientific and lay; form provided)
 3. Detailed Budget (1 year; form provided) – **Funds may not be used to support faculty salaries, travel, meetings, or publication costs.**
 4. Budget justification (form provided)
 5. NIH Biosketch(es) (include PI and co-investigators)
 6. NIH Other support
 7. Hypothesis and Specific Aims
 8. Background and Significance
 9. Innovation
 10. Research Approach
 11. Literature cited
 12. The funding opportunities for which the PI plans to apply and a brief description of how the research is responsive to the funding opportunity (maximum 1 page)

Proposals must be submitted in single spaced text, one-half inch margins, and no smaller than an 11-point font. Arial typeface is preferred. The primary applicant's name must appear in the upper right-hand corner of each page, and each page must be numbered in the order of the required elements. The scientific portion of the proposal (items 7 to 10 above) is limited to no more than 3 pages (including figures but excluding references).

Post Award: All UCAC Awardees are required to:

1. Routinely monitor their account spending to ensure spending aligns with budget justification.
2. Correct any overspending within 30 days of the end of the project.
3. Submit a UCAC progress report within 30 days of the end of the project period (form available from Jennifer Rowe -roweji@ucmail.uc.edu).
4. Provide a brief listing of outcomes (e.g., funded grants, publications, etc.) one year after the end of the project (form available from Jennifer Rowe -roweji@ucmail.uc.edu).

FAQ on Funding Restrictions:

Are core services at CCHMC an allowable expense?

- Yes, if the core services are not available at UC. Applicants should outline the specific need for service and provide documentation that this does not exist at UC in the budget justification.

As part of my project, I would like to pay my collaborator's graduate student for services. My collaborator does not work at UC. Is this allowed?

- No, funds are not permissible to faculty and staff outside of UC College of Medicine.

Is the purchase of new instrumentation allowed?

- No, capital purchases are not permitted.

Can I pay part of a UC faculty's salary?

- No, faculty salaries are not permitted. If this person is affiliated with a Core, one should work through the Core to receive services.

I would like to work with an outside institution. Is this permitted?

- Subcontracts to outside universities are not permitted nor are fees for services. Money allocated for this internal funding mechanism cannot support outside institutions.

Can an exception be made to cover my travel expenses?

- No.

Applicants should be sure that their budget contains only allowable expenses. Applications that include non-allowable expenses will not be considered or scored. Contact Jennifer Rowe at roweji@ucmail.uc.edu if you have questions.

UC / UC Health Addiction Center (UCAC) Pilot Research Program

University of Cincinnati College of Medicine

Application Face Page

1. TITLE OF PROJECT

2. PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR

2a. NAME (Last, first, middle)

2b. DEGREE(S)

2c. POSITION TITLE

2d. PRINCIPAL INVESTIGATOR'S MAILING ADDRESS (Street, city, state, zip code)

2e. DEPARTMENT

2f. DIVISION OR EQUIVALENT

2g. TELEPHONE (Area code, number and extension)

E-MAIL ADDRESS:

3. CO-INVESTIGATOR

3a. NAME (Last, first, middle)

3b. DEGREE(S)

3c. POSITION TITLE

3d. **OTHER CO-INVESTIGATORS** (PLEASE PROVIDE INFORMATION AS IN SECTIONS 3A TO 3G; IF MORE THAN 2 CO-INVESTIGATORS, USE BOTTOM OF THIS FORM TO SUPPLY THE INFORMATION)

3e. DEPARTMENT

3f. DIVISION OR EQUIVALENT

3g. TELEPHONE AND FAX (Area code, number and extension)

E-MAIL ADDRESS:

4. Human Subjects Research
☐ No ☐ Yes

4a. Research Exempt
☐ No ☐ Yes
If "Yes," Exemption No.

4b. Human Subjects Assurance No.

4c. NIH-Defined Phase I Clinical Trial

☐ No ☐ Yes

5. Human Subjects Protection Certification:
☐ No ☐ Yes
5a. Certification Date:

6. Vertebrate Animals
☐ No ☐ Yes
6a. If "Yes," IACUC Approval Date
6b. Animal Welfare Assurance No.

7. IBC Protocol
☐ No ☐ Yes
7a. If "Yes," Approval Date:
7b. Approval Number:

8. Radiation
☐ No ☐ Yes
8a. If "Yes," Approval Date

9. DATES OF PROPOSED PERIOD OF SUPPORT (month, day, year—MM/DD/YY)

From
03/01/2025

Through
02/29/2026

10. COSTS REQUESTED
Direct Costs (\$) **ONLY**

Lay Abstract: Using non-technical language describe your research in 200 words or less. This section will be used to find appropriate reviewers.

Scientific Abstract: Using technical language, briefly describe the proposed project in 200 words or less.

**DETAILED BUDGET FOR BUDGET PERIOD
DIRECT COSTS ONLY**

FROM

Mar 1, 2025

THROUGH

Feb 28, 2026

PERSONNEL *(Applicant organization only)*DOLLAR AMOUNT REQUESTED *(omit cents)*

| NAME | ROLE ON PROJECT | TYPE APPT. <i>(months)</i> | % EFFORT ON PROJ. | INST. BASE SALARY | SALARY REQUESTED | FRINGE BENEFITS | TOTAL |
|------|-----------------|-------------------------------|-------------------|-------------------|------------------|-----------------|-------|
| | PI | | | | | | 0 |
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SUBTOTALS →

CONSULTANT COSTS

SUPPLIES *(Itemize by category)*

PATIENT CARE COSTS

INPATIENT

OUTPATIENT

OTHER EXPENSES *(Itemize by category)***TOTAL DIRECT COSTS FOR BUDGET PERIOD** *(Item 10, Face Page)* →*No indirect costs permitted.*

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BUDGET JUSTIFICATION