WEST VIRGINIA CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE

(1.10) WVCTSI Pilot Grant Proposal Resubmissions

Overview

Purpose

The purpose of this standard operating procedure is to communicate the process by which the West Virginia Clinical and Translational Science Institute (WVCTSI) Clinical and Translational Pilot Grants Program (CTPGP) will handle resubmissions for pilot funding consideration.

Scope

This procedure describes both the responsibilities of the CTPGP and investigators applying for WVCTSI pilot grant funding.

Definitions

Resubmission: A proposal that was not funded after undergoing initial review but that has been modified and resubmitted for pilot funding consideration.

Policy

<u>Only one (1) resubmission is permitted</u> for any given proposal. Investigators planning on completing a resubmission, must contact the WVCTSI pilot grants staff <u>prior</u> to resubmitting their proposal.

Procedures

Principal investigators submitting a revised proposal must respond to the previous panel review summary. One additional page is provided in resubmission applications for investigators to respond to all identified previous review comments. Resubmitted applications *must be received by the relevant due dates*, will be evaluated in

competition with other pending applications in the appropriate area to which they are assigned, and *will be reviewed according to the same evaluation criteria as new applications*. Resubmissions will be reviewed once, and cannot be further resubmitted.

Note that applications that appear to be resubmissions (regardless of the designation) are regarded as such and will not be further evaluated.

Roles and Responsibilities

It is the responsibility of applicants to self-identify if their proposal meets the definition of a resubmission, and the pilot grants core director has final authority on the classification of the proposal.

References and Authority

N/A – There are no applicable institutional policies referencing pilot funding resubmissions.

Approval and Authority to Proceed

I approve the procedure as described above, and authorize to proceed.

Name	Title	Date
Sally Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/6/19

Approved By Date